



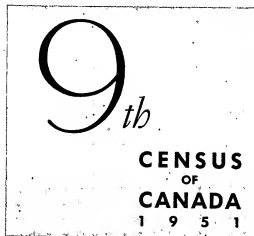
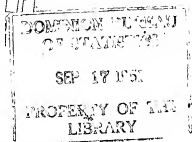
Enumeration Manual

NINTH
CENSUS
OF
CANADA

1951



Enumeration Manual



DOMINION BUREAU OF STATISTICS
DEPARTMENT OF TRADE AND COMMERCE

THE ENUMERATION MANUAL is an indispensable guide for Census-taking. It is necessary for each Enumerator to know it thoroughly in order to do his work accurately and with a minimum of effort. *Specified sections must be committed to memory*; the remaining sections have been carefully arranged for reference. Besides memorizing the specified sections, the Enumerator must make himself thoroughly familiar with every item in the reference sections.

Years of experience and, more recently, months of thought and discussion have gone into the preparation of this Manual to make it as concise and simple as possible for an undertaking having the scope and magnitude of the Census. But it cannot be made so simple that it can be mastered by mere reading; it requires intensive study. This effort will repay the Enumerator in the confidence, ease, speed, and accuracy with which he will be able to perform his task.

This Census, or national stock-taking is the most important in Canadian history and is taken to secure information of the highest value to the general public, business, and governments. The Enumerator is the key man in this organization. Its success depends mainly on him because he secures the basic facts from which the Census compilations are made. We count on the Enumerator to give evidence of his good citizenship by thoroughly mastering the Manual and learning how to do his job efficiently, ensuring a Census of the highest quality.

Herbert Marshall

DOMINION STATISTICIAN

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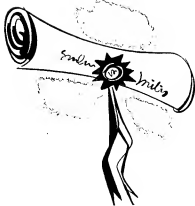
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There's a Job to be Done in '51

The British North America Act of 1867 — the Act that created Canada — provides for a Census to be held decennially, or every ten years. The first Census under that Act was held in 1871, and on June 1, 1951, you will be taking part in the ninth decennial Census since that date.



Your Part in the 1951 Census

You are one of about 18,000 Enumerators who will be counting every Canadian living on June 1, 1951. Not only will you count the people, but you will gather additional information, such as their age, marital status, birthplace, religion, occupation, etc. Besides this, you will record housing facts in every fifth home you visit. You will take a Census of every farm in Canada, and you will make a complete survey

of trade and service establishments. There are millions of facts to gather, and if the Census is to be successful those facts must be accurate and complete. Complicated automatic machines will sort, tabulate and add up the facts. Modern printing presses will publish the facts. But only you and your fellow Enumerators can collect the facts. The success of the 1951 Census depends on you.

Why Hold a Census?

Representation in the House of Commons is based on population. If the population of an area increases sufficiently, that area sends more members to the House of Commons. If the population decreases, constituency boundaries are readjusted. If each Enumerator were to miss only one person in



his territory, a population equal to that of Lethbridge, or Brandon, or Chatham, or Valleyfield, would be dropped out of the total.

Life insurance premium tables are based on the ages of the Canadian people as recorded in the Census. Over the past 70 years, the average Canadian life-span has increased, making it necessary at every Census to ask "what is your age?". Communities must know how many children there are in certain age groups, in order to plan schools. The government must know the age trends of the Canadian people to estimate future demands on family allowances and old age pensions.



Government, business and labour organizations use the Census information on wages and salaries in various occupations in different parts of the country as an important factor in studying the distribution of wages and salaries, and in analysing potential markets. This means improved distribution and lower costs to the customer.

Federal, provincial and municipal governments will all use the housing information you gather in the Census as a factor in making their housing plans and policy.

Manufacturers, wholesalers and retailers are interested in the information you gather on household equipment and appliances. From these facts, they can estimate demand, future production and sales.



Summing up, just as every efficient business must make an inventory periodically, so you, in the ninth decennial Census, are making an inventory of the Canadian people, in order that the government and business of the country may be operated efficiently.

Basic Definitions and Instructions

1. Dwelling

The terms "dwelling" and "dwelling unit" are interchangeable. That is, they have the same meaning. A dwelling is a structurally separate set of living premises, with private entrance from outside the building, or from a common hallway or stairway inside. The entrance must not be through anyone else's living quarters.



Each single house; each apartment or suite in an apartment house, duplex, triplex, or structurally converted single house; each flat in a building containing flats; each half of a double house; and each section of a row or terrace; counts as one dwelling unit, *whether occupied or not*. If occupied, other structures such as summer cottages, automobile trailers, tents, cabins, railway cars, houseboats, etc., also count as dwelling units.

2. Dwellings with No One at Home

- (a) *Occupants not at home for the time being*: Record the dwelling on the Visitation Record. Check with neighbours regarding the best time for making a call-back. If no response after repeated call-backs, report case to Field Supervisor.
- (b) *Closed dwelling*: This is a dwelling not being lived in at the time of the Census, due to the temporary residence of the occupants elsewhere (e.g., at a summer cottage). When you encounter a closed dwelling, obtain from neighbours the information necessary to complete the Visitation Record, and a Housing document if in the sample.

(c) *Vacant dwelling*: This is a dwelling suitable for occupancy, but unoccupied at the time of the Census. Record it on the Visitation Record. Complete a Housing document if in the sample.

(d) *Dwelling under construction*: A dwelling is considered "under construction" from the time the foundation is begun until the first occupants move in. Record it on the Visitation Record. Complete a Housing document if in the sample.

3. Household

A person or a group of persons occupying one dwelling is defined as a "household". Every person must be a member of some household.

A household will usually consist of a family group with or without servants, lodgers, etc. However, it may consist of a group of unrelated persons sharing a dwelling, or one person living alone. Hotels and institutions are also households. (See Sec. 18, Page 24).

4. Members of a Household

Persons should be enumerated where they normally reside — that is, where they regularly sleep. A visitor in a household must be enumerated on a Form 2A unless he states that he is *certain* he will be enumerated at his home address, in which case he is not to be enumerated. In either case, he is not counted as a member of the household in which he is a visitor or temporary resident. Remember the following important rules:

- (i) A person's residence is determined by where he sleeps, not by where he eats or works.
- (ii) Persons having no fixed or permanent residence are always enumerated where they are found.



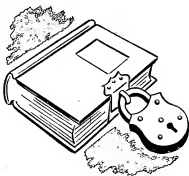
Top Secret

Some of the people you interview may hesitate to answer some of your questions. This is an understandable reaction, because you will be asking them for information which they wouldn't normally give to a stranger. However, you may put them at their ease by telling them —

All Census Enumerators have taken an oath of secrecy.

By Act of Parliament, no information about individual Canadians recorded in the Census may be disclosed to other government agencies, such as income tax, national defence, etc., or to any private organization.

Census Enumerators are collecting statistics about individuals in order to get TOTAL statistics. To get these TOTALS, you are asking every Canadian to give you information in confidence. For example, you are not interested in whether a particular individual — say Mrs. George Smith, of 4421 Main St., Sherbrooke, Que. — uses a coal range, a gas range, or an electric range. But you do want to know the TOTAL number of coal, gas and electric ranges used in Canada, and therefore Enumerators are asking Mrs. George Smith, and other Canadian householders, this same question. There is nothing personal in your questions, and no personal information will be divulged to anyone under any circumstances. Each answer becomes merely a unit in the combined totals, to help in making our "national inventory" accurate and useful for the benefit of all.



5. Household Head

The head of the household is determined as follows:

<i>Household</i>	<i>Head</i>
(a) Husband and wife	Husband
(b) Parent and unmarried child (children)	Parent
(c) A number of unrelated persons	
	Select any one
(d) Other cases	See Sec. 45, Question 3, Page 39.

6. Order of Enumeration of Household Members

- 1st — Head
- 2nd — Wife of the head
- 3rd — Unmarried children in order of age from eldest to youngest
- 4th — Married children and their families
- 5th — Additional relatives
- 6th — Lodgers and their families
- 7th — Servants or other employees and members of their families
- 8th — Other members of the household

Census Forms

7. Enumeration Forms and Order of Handling

You will be required to complete some or all of the following forms during the course of your enumeration. Note the order in which you deal with them:

- (1) Visitation Record (Form 1) — one line for each dwelling.
- (2) Population document (Form 2) — one for each person regularly residing in the dwelling unit (including infants).
- (3) Population document (Form 2A) — one for each visitor or temporary resident, as required.

- (4) Individual Population form (Form 5) — one per person as required.
- (5) Blind and Deaf schedule (Form 3) — one line per person as required.
- (6) Housing document (Form 4) — one for every fifth dwelling.
- (7) "Live Stock and Greenhouses elsewhere than on Farms" schedule (Form 7) — one line per household as required.
- (8) Census of Distribution folio (Form 10) — one entry for each retail, wholesale, or service establishment.

In addition to the above forms, which are for general use, there are the following forms to be completed only in certain areas, or for special cases, as indicated:

- (1) General Farm schedule (Form 6) (Newfoundland — Form 6A) — one for each farm.
- (2) Irrigation schedule (Form 8) — one for each farm reporting irrigation in Saskatchewan, Alberta and British Columbia.
- (3) Commercial Fisherman folio (Form 9) — one line for each commercial fisherman.

8. Administrative Forms

- (1) Progress Report (Form 25): This is a report which must be in the hands of your Field Supervisor *every Wednesday and Saturday* from June 1st until your enumeration is completed.
- (2) Enumerator's Account (Forms 16-18): This is your claim for remuneration covering: (i) payment for completion of the various Census forms, and (ii) payment, *where authorized*, for travelling expenses *when supported by voucher*. You will complete your account in triplicate after your enumeration is finished, and submit it to your Field Supervisor.

9. Visitation Record (Form 1)

Detailed instructions covering the use of this form are given on the form itself and in Sec. 42-43 of this Manual. Pay particular attention to the following instructions:

- (a) List every dwelling in the order of your route — one line for each. Do not skip any lines.
- (b) Use each page in order regardless of the language of the headings. Do not skip any pages.
- (c) Distinguish between Col. V (for persons enumerated on Form 2) and Col.

VI (for persons enumerated on Form 2A).

- (d) Record each "closed dwelling", "vacant dwelling", and "dwelling under construction", as instructed.
- (e) Use the REMARKS column to note call-backs, individual forms left and "closed dwellings".
- (f) When you place the Visitation Record in the pocket of the binder, be sure to insert it fully so that it will not catch in the rings.

10. Population Document (Form 2)

For complete instructions covering the various questions on the Population document see Sec. 45, Page 38.

4. HOUSEHOLD NUMBER	This must be the same as the dwelling or household number in Column II of the Visitation Record. Be sure that each person in the household is given the same household number.
6. AGE	Ask for the <i>exact</i> age at last birthday. Be sure to mark both columns — e.g., for four years, mark 0-4.
8. FARM RESIDENCE	For Census purposes, a farm is a holding <i>carrying on agricultural operations</i> and is (i) three acres or more in size, or (ii) from one to three acres in size with the agricultural production in 1950 amounting to \$250 or more.
9-10. SCHOOLING	To be completed for <i>every person</i> . Count all years of schooling, including university, but excluding kindergarten. Question 10 relates to day-time attendance only.
11-12. LANGUAGE	For infants, the language commonly spoken in the home is to be reported.
14. BIRTHPLACE	For persons born outside Canada the country of birth is to be given according to present international boundaries. (See Sec. 45, Page 41, for additional instructions).
15. PERIOD OF IMMIGRATION	Relates only to the time of first arrival of persons born outside Canada.

10. Population Document (Form 2) — continued

16. CITIZENSHIP



Citizenship is determined by the country to which a person owes allegiance.

The following chart is a guide to assist you in dealing with this question. Additional instructions are found in Sec. 45, Page 42.

COUNTRY OF CITIZENSHIP	BIRTHPLACE	
	Canada	Not in Canada
Canada	(i) Accept without check.	(ii) Check whether the necessary five years residence has been acquired.
Other countries	(iii) Check whether citizenship actually lost.	(iv) Accept without check.

17. ORIGIN

Ask in this way: "What language did you or your paternal ancestor speak on first coming to this continent?" If this is not understood, or is not applicable, ask "Is your origin in the male line English, Scottish, German, Norwegian, Native Indian (North American), Negro, etc.?"

18-19. WAR SERVICE



Check in every home whether there are any war veterans living in the home. This means enlistment for active service in the armed forces of any country in World Wars I or II. Do not include the Merchant Marine, R.C.M.P., Red Cross, St. John Ambulance Corps, civilian fire fighters, civilian instructors, Salvation Army, or Knights of Columbus war workers, etc.

20. ACTIVITY

In cases where a person's time was spent in more than one activity, report the activity in which the greatest amount of time was spent.

23. NAME OF FIRM OR BUSINESS

For persons employed in government services, enter "Federal Government", "Provincial Government", or "Municipal Government", as the case may be. Persons employed by local school authorities must be entered as "Municipal Government". For persons employed in government commercial or other enterprises, Crown companies or corporations, etc., give the name of the enterprise, company, or corporation. Examples:

Canadian Broadcasting Corporation
Trans-Canada Air Lines
Manitoba Liquor Control Commission
Toronto Transportation Commission

10. Population Document (Form 2) — concluded

24. INDUSTRY



The entry should show both the main division of industry (i.e., whether farming, fishing, lumbering, mining, manufacturing, construction, transportation, trade, finance, or service), as well as the type of industry (i.e., dairy farming, gold mining, automobile manufacturing, etc.) Retail trade should be distinguished from wholesale trade, as, retail hardware, wholesale tobacco. For persons employed in government service, enter name of department or branch.

25. OCCUPATION

Specific entries are required such as "sales clerk", "civil engineer", "manufacturer's agent", "registered nurse", "carpenter's labourer", or "auto mechanic". Avoid vague terms such as "clerk", "engineer", "agent", "nurse", "labourer", or "mechanic".

26. USUAL
OCCUPATION

Note that this question refers to the full year ending May 31, 1951. If, during this period, the person's usual activity was keeping house, going to school, etc., rather than following a gainful occupation, enter "keeping house", "student", etc.

27. CLASS OF
WORKER

- (a) *Wage or salary earner*: any person who worked for wages, salary, piece rates, commissions, payment in goods, or board and room.
- (b) *Own account*: any person who worked in his own business or profession, or on his own farm, and did not employ any hired help in this business.
- (c) *Employer*: any person who operated his own business, profession, or farm, and employed any paid workers in connection with his business.
- (d) *No pay*: the unpaid family worker, i.e., the person who worked without pay on a farm or in a business owned and operated by a member of the household to whom he is related by blood or marriage. The work done must actually have contributed to the operation of the farm or business.

28. WEEKS
WORKED

The entry should include all jobs for wages or salary during the 12-month period. Holidays or sick leave with pay to be included.

29. EARNINGS



Report total money earnings (not room and board) for the weeks worked as reported in Question 28. Include full salary, wages, commission, tips, and piece-rate payments, before any deductions are made. *Do not include* income from investments, unemployment insurance benefits, workmen's compensation, direct relief, or other similar sources. *Do not include* income from employment in an "own account" or "employer" capacity.

11. Housing Document (Form 4)

For complete instructions covering the various questions on the Housing document, see Sec. 51, Page 64.

3. DISTRICT AND SUB-DISTRICT NUMBERS	Be sure your entry agrees with the district and sub-district numbers entered in your Visitation Record.
4. DWELLING NUMBER	Every dwelling number must contain the three digits circled in the Visitation Record — (e.g., 017). The right-hand digit must always end in 2 or 7.
6. TYPE OF DWELLING	<div data-bbox="181 458 277 525"></div> <p><i>Single detached</i> — A single house, i.e., a house used solely for residential purposes, containing one dwelling unit, and completely separated on all sides from any other building.</p> <div data-bbox="181 552 277 619"></div> <p><i>Single attached</i> — Each half of a semi-detached or double house, or each section of a row of houses (or terrace).</p> <div data-bbox="181 653 277 720"></div> <p><i>Apartment, flat, etc.</i> — Dwelling units in apartment blocks; suites in duplexes or triplexes (i.e., where the division between dwelling units is horizontal); suites in converted single houses; suites over stores or in office buildings, schools, etc.</p> <div data-bbox="181 747 277 814"></div> <p><i>Other</i> — Dwellings in tents, summer cabins, box cars, trailers, or other unusual living quarters of that type.</p>
7. NUMBER OF DWELLING UNITS IN THIS STRUCTURE	<p>This question relates to the structure in which the dwelling unit is located.</p> <p><i>Definition</i> — Each separate structure (a) is <i>completely separated on all sides from any other structure</i> or (b) <i>has a vertical wall or walls extending from ground to roof, completely dividing it from an adjoining structure or structures.</i></p> <p>Each single detached and single attached dwelling is a separate structure, and requires the entry "1" in Question 7.</p>
8. PRINCIPAL EXTERIOR MATERIAL OF THIS STRUCTURE	Refers to the principal visible material used in the wall construction of the structure.

11. Housing Document (Form 4) — concluded

9. NEED OF REPAIR	Mark in need of major repair for any one of the following defects: (i) sagging or rotting foundations. (ii) faulty roof or chimney. (iii) unsafe outside steps or stairways. (iv) interior badly in need of repair.
11. NUMBER OF ROOMS IN DWELLING UNIT	Include rooms used by servants, lodgers, and members of lodging families. <i>Do not include</i> bathrooms, closets, pantries, halls, or rooms used solely for business purposes. Sun-rooms, summer kitchens, rooms in basements and attics to be included <i>only if finished off and suitable for living quarters throughout the year.</i>
12. WATER SUPPLY	Water from a hand pump located in the dwelling is <i>not</i> piped running water.
17. PRINCIPAL COOKING FACILITIES	"Other" will include the occasional dwelling with no cooking facilities (e.g., as in dwellings in apartment hotels).
18-22. HEATING FACILITIES	Only one entry to be made in each case. If more than one type of heating equipment or fuel is used, respondent must determine the principal one. Be sure to mark Question 20, whether or not there is any supplementary heating.
23. LIVING CONVENIENCES	Be sure to mark the oval "None of Above", if the household possesses none of the listed living conveniences. This is the only column on the Housing document in which more than one oval may be marked.
24. TENURE	Ask in this way: " <i>Is this home owned or rented by the head of this household or a member of his immediate family?</i> "
25. MONTHLY RENT	Ask in this way: " <i>What amount of cash rent was paid or is to be paid for this dwelling for the month of MAY, 1951?</i> " The cash rent actually paid or payable should be reported regardless of whether it includes furniture, fuel, electricity, water, or private garage.



Coverage of Your Area

12. The Use of Your Map

One of your first duties will be to check your map with your Field Supervisor. Any errors must be rectified and particular attention must be paid to boundaries. The Field Supervisor must deal with all errors or discrepancies *involving the boundaries* of enumeration areas. You yourself must make any additions or alterations *within* your enumeration area to bring your map up to date.



13. The Danger of Overlapping

In cases where a road or street forms the boundary between two enumeration areas, the dwellings situated on one side will be visited by one Enumerator, those on the other side by the Enumerator of the adjoining sub-district. It is, therefore, most important that you know which side of the road is in your territory. You will cause a lot of trouble if you enumerate someone else's territory, and you won't get paid

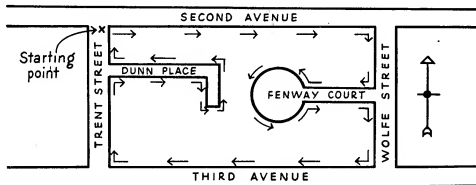
for it. If a householder advises you that he has already been enumerated, make sure first that he means the *Census Enumeration* and not some other survey. If he has, in fact, been previously enumerated on the Census forms and you have satisfied yourself that the dwelling is located within the boundaries of your sub-district, report the matter immediately to your Field Supervisor. It may be that some other Enumerator is working in your territory by mistake.

14. Plan of Visitation

You must make a plan for visiting all the dwellings and farms in your sub-district in regular order, and submit it to your Field Supervisor. Such a plan not only is an important factor in getting complete coverage, but is absolutely essential to the success of the housing and agriculture samples.

A plan of visitation need not be elaborate. It merely requires that you commence your enumeration at some convenient point in your sub-district and visit the dwellings and farms in the order of your pre-arranged route. In arranging your route, observe the following simple rules:

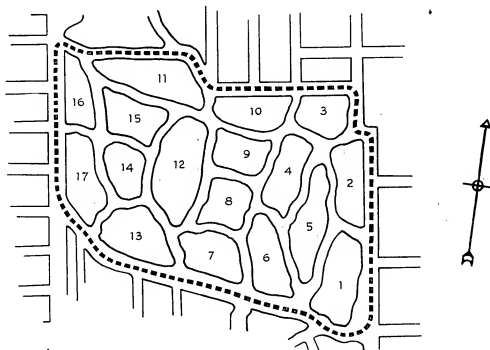
- (a) *In urban areas:* If the land is laid out in blocks or squares, start at one corner of a block and proceed around the block in a clockwise direction until you return to your starting point. Be sure to check every court or blind alley in the block. In other words, go *around* and *through* the entire block before leaving it. The diagram below illustrates the approved method of enumerating in an urban area.



If your enumeration area contains several blocks, number them on your map and enumerate them in regular order. Be particularly careful not to overlook a block.

Blocks will not always be rectangular.

The figure below illustrates an area containing a number of irregular-shaped blocks. The same procedure of numbering the blocks on your map and completing the enumeration *block by block* must be followed as in the case of the rectangular blocks.



If the dwellings are strung out along streets or roads in ribbon-like fashion rather than in compact blocks, enumerate the population street by street and road by road until you have covered every street and road in your area.

- (b) *In rural areas:* The principle of following a systematic pre-arranged route is equally important in rural areas. In general, the route will start at one corner of the sub-district and go back and forth along the roads in such a way that all of it is covered without excessive travel.

The order along the route of enumeration determines the General Farm Schedule Number for each farm in your area. If you come to a farm on the route and for some reason cannot enu-

merate it immediately, give it the next number in order, and obtain the agricultural information at some later time.

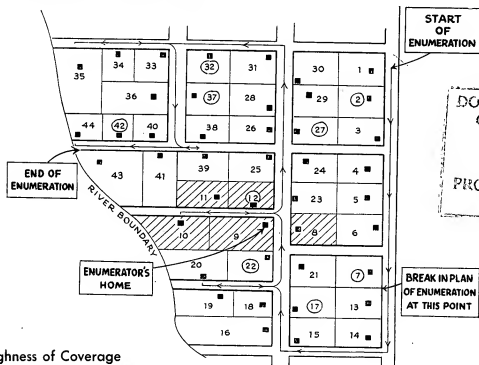
You must not number farms otherwise than in the order in which they lie on your pre-arranged route, except as provided for in the following paragraph. Only if Enumerators throughout the country adhere to this consecutive numbering system will a representative sample — one including farms of all types and sizes — be assured.

If after your plan is made out, your enumeration will be speeded by covering a part of the route (say that near your home) earlier than it would be reached by following the plan, you may number this part before it is reached on the plan, *provided* that when you break the

order of numbering, you assign the numbers in *groups of five* to the farms that lie consecutively on your route. (See chart below which illustrates how this would be done. It represents a farming area of 44 farms with the sample farms circled. The black squares represent farm dwellings.)

Note that the Enumerator, after visiting seven farms along his route, breaks the

order of numbering in order to visit a few farms conveniently located near his home, that is, those shaded on the diagram. He is careful to number five adjacent farms (Nos. 8-12) before resuming his regular route. By so doing, he does not upset the design of the sample. That is, the same farms remain in the sample.



15. Thoroughness of Coverage

Whether you are in a rural or an urban area, leave no stone unturned to locate every dwelling in your area. In cities and towns investigate every lane which might have dwelling places facing on it. Examine each house from the outside to see whether there might not be an apartment at the back or side; frequently what looks at first glance like a single house actually contains more than one dwelling. Inquire at stores, garages, and restaurants to find out if anyone lives there. Don't overlook the possibility of janitor's quarters in churches, schools, commercial buildings, factories, and other non-residential structures. As you will discover later on (see Sec. 64, Page 74), you will in any case be covering most of the buildings mentioned above for Census of Distribution purposes.

A good rule is to ask at each dwelling if there are any other dwellings in the building or neighbourhood which might ordinarily be missed. This is good policy especially in farm areas, where hired hands may be living on the farm in quarters apart from the main farm home. In sparsely settled communities look in wooded areas for cabins or occupied huts that may be hidden from view. Observe telephone wires, breaks in trees, mail boxes, etc., which may indicate the presence of a dwelling unit. You must visit all occupied summer cottages. Don't hesitate to ask questions, particularly when you think a place not usually used as living quarters is being so used.

16. Whom to Enumerate

In considering whom you should enumerate as members of a household, remember always to think of the household as it was constituted at the Census date, that is, at midnight between May 31st and June 1st. Thus a new baby, who may be a very important member of the household at the time of your visit on, say, June 12th, will not be counted in the Census if it was born on or after June 1st. Conversely, a person who died prior to your visit but after the Census date will be recorded in the Census.

Let us suppose you are about to visit a typical Canadian dwelling. It is unlikely that you will find every member of the household at home. However, this is not necessary. In general, one responsible member of a household can supply you with the necessary information for the entire household. In this case the housewife could probably answer all your questions for her husband, herself, and the children. If several unrelated adult members of the household are at home, interview each separately.



Next, make certain that the house actually contains only one dwelling unit according to the Census definition. You will then have to find out by inquiry who lives in this dwelling. As a typical Canadian household, there will probably be a man and wife with one or more children. But there may also be lodgers, employees, or servants who sleep regularly in the dwelling. The household may even include persons temporarily away from home on business, at a boarding school, or in a hospital. This you must find out by inquiry. On the other hand, there may be persons in the

dwelling on the day you call who do not belong there and should not be counted as members of that household — e.g., servants who sleep out, and visitors.

The entire population can be classified, for Census purposes, into the following four groups:

Group A — (Enumerate on Form 2)

- (i) persons whose usual place of residence is in this dwelling and are presently living at home (including infants born before midnight May 31st).
- (ii) persons whose usual place of residence is in this dwelling, but who are temporarily away from home visiting, travelling on business, attending school or university, or a military camp as a member of the Reserve.
- (iii) persons whose usual place of residence is in this dwelling, but who are temporarily confined in general hospitals.
- (iv) lodgers who sleep regularly in the dwelling (except student lodgers who have a usual place of residence elsewhere).
- (v) servants and other employees who sleep regularly in the dwelling.
- (vi) deceased persons who were alive on the Census date and whose usual place of residence was in this dwelling.

Group B — (Enumerate on Form 2A)

- (i) visitors to the household (or guests of the household) who have a usual place of residence elsewhere in Canada, but do not expect to be enumerated there.
- (ii) student lodgers who have a usual place of residence elsewhere in Canada, at which they do not expect to be enumerated.
- (iii) entire households displaced from their usual place of residence, (e.g., families living in a cottage for the summer months).

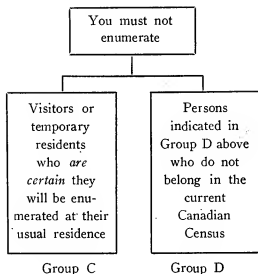
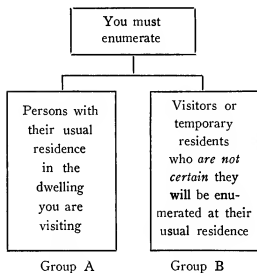
Group C — (Do not enumerate)

The same three classes of persons as in Group B, provided that they are certain they will be enumerated at their usual place of residence.

Group D — (Do not enumerate)

- (i) citizens of another country attached to the legation, embassy, or other diplomatic body of that country.
- (ii) citizens of another country who are on a temporary visit to Canada.
- (iii) members of the armed forces of another country stationed in Canada, and members of their families who are of foreign nationality. (Special areas will be taken care of by special instructions.)
- (iv) infants born since the Census date.

The great majority of persons fall in Group A, although you may find a fair number who belong in Groups B or C. The number of persons in Group D is very small. This classification of persons into four groups, for Census purposes, is shown graphically below:



17. How to Apply the Household Membership Rules

The following examples may serve as useful guides in the event that you encounter similar situations in the course of your enumerating:

Example 1: John Adam's father and mother live on a farm, but John's work requires that he live in a neighbouring town where he rents a room in a rooming house. He generally spends his week-ends at his parents' home.

He would be counted as a member of the household in the rooming house where he lives during most of the week.

Example 2: Mr. Clark owns a home in Lunenburg where his wife and children live. His employment, however, is in a city too far for commuting distance except on week-ends. He has an hotel room in which he lives during the week, returning to his home in Lunenburg every week-end. He considers his home to be in Lunenburg with his family, where he takes an active part in community and church activities.

Mr. Clark's place of enumeration is in Lunenburg with his family.

Example 3: Jack Reynolds is found by a Census Enumerator to be living in lodgings in Sault Ste. Marie where he has temporary summer employment with the Algoma Steel Corporation. He is a 3rd year student at the University of Toronto where he expects to return in the fall to complete his final year. His family home is in Wiarton, Ontario.

He would be enumerated in Sault Ste. Marie, provided he was employed there on June 1st. However, had he been attending university in Toronto at the time of the Census, he would have been enumerated as a member of his family's household in Wiarton.

Example 4: Capt. Bush is a staff officer with an army unit in Camp Borden, Ont. He drives back and forth each day from Barrie where he lives in an apartment with his family.

He would be enumerated as head of the household in Barrie where he lives with his wife and family.

Example 5: Corporal Currie is stationed at Camp Borden where he lives in barracks. He returns to his parents' home in Barrie, however, on frequent week-end leaves, and for his annual furlough.

He would be enumerated at Camp Borden as a member of the camp household.

Example 6: Mrs. Smith is living at the home of one of her married sons at the time of the Enumerator's visit. She is a widow, has no home of her own, but divides up her time living at the homes of her four sons, each in a different city.

Since she has no home of her own, she would be counted as a member of the household of the son with whom she was living on June 1st.

Institutions, Hotels, Camps and Seasonal Dwellings

18. List of Special Types of Living Quarters

Earlier sections of this Manual have dealt, in the main, with the enumeration of persons living in ordinary private dwellings, who comprise the bulk of the population. However, a fair number of persons live in what might be called dormitory or institutional types of dwellings, or in seasonal dwellings. The following is a partial list of such special types of living quarters:

I Institutions —

- (a) Hospitals and welfare
 - (i) General hospitals (including nurses' residences)
 - (ii) Tuberculosis hospitals
 - (iii) Mental hospitals
 - (iv) Maternity hospitals
 - (v) Convalescent hospitals and sanatoria
 - (vi) Hospitals and homes for veterans
 - (vii) Hospitals and homes for incurables
 - (viii) Nursing homes
 - (ix) Homes for the aged and infirm
 - (x) Orphanages
 - (xi) Children's Aid Society shelters
- (b) Corrective and penal
 - (i) Penitentiaries
 - (ii) Jails
 - (iii) Reformatories
 - (iv) Industrial schools and farms
- (c) Religious and educational
 - (i) Convents
 - (ii) Monasteries
 - (iii) Hutterite colonies
 - (iv) Boarding schools

II *Hotels, etc.* —

- (i) Hotels which accept transient guests
- (ii) Y.M.C.A.'s, Y.W.C.A.'s, etc.
- (iii) Clubs
- (iv) Missions
- (v) Hostels
- (vi) Lodging houses with ten or more rooms used or available for rent
- (vii) College residences and fraternity houses
- (viii) Any residential building of the dormitory type not heretofore classified
- (ix) Diplomatic residences

III *Camps* —

- (i) Military camps (Army, Navy, or Air Force)
- (ii) Lumber camps
- (iii) Mining camps
- (iv) Construction camps

IV *Seasonal dwellings* —

- (i) Summer cottages
- (ii) Tourist cabins
- (iii) Tourist camps
- (iv) Motels

The method of enumerating the more important of these special types of dwellings is dealt with in the following sections.

19. General Hospitals and Nurses' Residences

In visiting a general hospital contact the business manager or other responsible official who can supply you with a nominal roll of the resident staff and patients, and make the necessary arrangements for you to conduct the enumeration at the hospital.

First, inquire whether or not there are any self-contained apartments or suites within the hospital premises where the occupants carry on their own housekeeping. If so, deal with these first, treating each as a separate dwelling of the apartment type.

Any remaining staff members (doctors, nurses, orderlies, etc.) and patients who are not enumerated elsewhere are grouped together to form one household, and the premises they occupy become an institutional dwelling. In determining whether staff members should be enumerated at the hospital, apply the residence rule. Those who sleep regularly at the hospital (including nurses and nurses-in-training living in the nurses' residence) will be enumerated there.

In a general hospital only the following categories of patients are enumerated there: (i) those who have no permanent home elsewhere; (ii) those who are long-term patients — that is, have been in the hospital for six months or longer. In other words, the great majority of patients in a general hospital are not enumerated there.

20. Sanatoria, Mental Hospitals, etc.

Large sanatoria, mental hospitals, and other institutions of this type are made into separate enumeration sub-districts, and arrangements generally are made for the Census of these places to be taken by one of the members of the staff of the institution. Should one of these places happen to be situated within your area, you will be notified that you are to omit it in taking the Census of the area.

The smaller institutions of this type are enumerated in the regular way by the regular Enumerators. As in the case of general hospitals, arrangements for the enumeration will be made through the business manager, superintendent, or other responsible official.

You will deal first with any separate self-contained suites or houses provided on the premises of the institution for the superintendent or other staff members. Each of these will count as a separate dwelling of the apartment or single detached type.

The remaining resident staff members and the patients will be grouped together to form

one institutional household. Since, in institutions of this type, the patients generally remain for long periods of time, the rule will be followed of enumerating *all* patients at the institution regardless of the duration of their stay there.

21. Nursing Homes and Welfare Homes

For Census purposes nursing homes and welfare homes are classed as institutions. In each home of this type all the persons living there will be grouped together to form an institutional household, of which the "head" will normally be the resident person in charge of the home. The residents of the home (except staff members) will be shown as "patient" in Question 3 of the Population document.

You may find some difficulty in distinguishing small homes of this type from ordinary lodging houses. In such cases you must use your own judgment. Nursing homes are characterized by the fact that regular nursing service is given; welfare homes are usually identifiable by their names — such as "Home for the Aged", "House of Refuge", "Blank County Home", etc.

In enumerating institutions of all types, including small nursing homes and welfare homes, be sure to enter the name of the institution in the space provided in the Address section of the Population document for each resident of the institution.

22. Penal Institutions

The large penitentiaries and reformatories are made into separate enumeration sub-districts and arrangements are made for the Census of these places to be taken by one of the members of the staff.

If a penal institution not treated as a separate enumeration area, such as a county jail, etc., falls within your enumeration area, you

must visit it on the first day of enumeration. Enumerate first the warden or other persons living in separate self-contained suites, if any. Otherwise, the entire personnel of the institution will be enumerated as one institutional household, the enumeration being done in the following order:

The warden or a senior staff member — marked as "head".

Guards and other staff members — marked as "employee".

Prisoners — marked as "inmate".

All persons confined to the institution at the time of your visit on June 1st will be enumerated there on the regular Population documents (Form 2). You will enter the address of the penal institution on the two top lines of Question 2, and its name on the third line.

23. Convents and Monasteries

Each convent or monastery will be counted, for Census purposes, as one large household of the institution type. In a convent the Mother Superior will be enumerated as household head and in a monastery the Rector. Appropriate entries in Question 3 for other members of the household would be "nun", "sister", "novice", "priest", or "brother."

24. Hutterite Colonies

Each Hutterite colony will be counted as one large household with the "boss" of the colony enumerated as household head. In doing the enumeration, family groups (i.e., husband, wife, and children) must be kept together, that is, numbered consecutively. The head of each separate family will be recorded in Question 3 of the Population document as "member". Others in the colony will be recorded as "member's wife", "member's son", "member's daughter", etc.

25. Boarding Schools

The general rule for all students (except nurses-in-training) attending any type of school or university on June 1st is that they will be enumerated at the homes of their parents unless they have definitely established their own residences. Applying this rule to boarding schools, it follows that the only students who will be enumerated at the school on Form 2 are those who have no usual place of residence elsewhere. It should not ordinarily be necessary to enumerate any students on Form 2A, since great care will be taken to ensure that all absentee students are included in the enumeration of their parents' households. However, if there is any doubt that a student will be enumerated at his home, do not hesitate to complete a Form 2A for him.

Resident staff members in a boarding school will be enumerated with the school household, the senior one being recorded as "head". However, if separate, self-contained quarters are provided for staff members and their families, these will be counted as separate dwelling units.

26. Hotels

All hotels in your sub-district are to be visited on Wednesday, June 6th, and the enumeration of persons living there completed on that date. You must, however, contact the manager of the hotel before that date in order to enlist his co-operation and to seek his advice regarding the best time of the day for interviewing the guests.

You will enumerate on Form 2 three types of persons in an hotel:

- (i) resident members of the staff and their families;
- (ii) guests whose usual residence is in the hotel;

- (iii) transients who have no usual place of residence.

All of these types of persons will be grouped together to form one large household, regardless of the fact that some may be living in self-contained suites within the hotel. The senior resident member of the staff will be recorded as "head"; but if the entire household consists of guests, one will be selected arbitrarily as "head". Staff members will be recorded as "employee", and guests as "lodger". Members of the immediate family of an employee or lodger will be recorded as "employee's wife", "lodger's daughter", etc.

The preceding instructions refer to hotels which cater to the transient trade. Apartment hotels will be dealt with in the same manner as apartment buildings — that is, there will be as many dwelling units as there are separate suites, and the households living in them will not be classed as hotel households. Apartment hotels may be visited at any time during the enumeration of your sub-district.

An hotel will be classed as a general hotel or apartment hotel on the basis of its business. If more than one-half of its accommodation consists of family suites for permanent guests, that is, self-contained dwelling units, then it will be classed as an apartment hotel. Otherwise, it will be classed as a general hotel.

27. Hostels and Missions

Salvation Army hostels, missions, and other similar places are dealt with in much the same manner as hotels. That is, the enumeration is to be carried out on Wednesday, June 6th, and in each such place the resident population will be formed into one large household. The chief difference is that in hostels and missions most of the persons found there on the day of your visit will be enumerated there, whereas in hotels a large proportion of the guests will not be enumerated at the hotel. As in the case of hotels,

you should contact the manager or superintendent prior to June 6th, in order to get his co-operation and assistance.

Resident members of the staff of a hostel or mission will be recorded as "employee". All others will be recorded as "lodger".

28. Clubs, Fraternities, Y.M.C.A.'s, Y.W.C.A.'s, Large Lodging Houses, etc.

Clubs, fraternity houses, lodging houses, tourist homes, Y.M.C.A.'s, and other similar establishments frequently furnish room accommodation in much the same manner as an hotel. You will deal with these places as with hotels, and the same three types of persons will be enumerated as outlined in Section 26. In general, each such establishment will constitute one dwelling unit, and the persons enumerated there will be grouped into one large household.

The selection of the "head" of the household will be made on the same basis as in the case of hotels, with the other members of the household recorded as "employee", "lodger", or a member of the family of an employee or lodger, as "employee's wife", "lodger's daughter", etc.

29. Diplomatic Residences

Although ambassadors, envoys, soldiers, and other citizens of another country living in Canada in an official capacity are not counted in the Canadian Census, nevertheless their homes must be visited. It may be that there are persons living in the home, such as a Canadian maid or gardener, who should be counted. In any event the dwelling is a permanent fixture in the community and must be counted. This calls for an entry in the Visitation Record, and, should it happen to fall in the sample, the completion of a Housing document.

The entry in the Visitation Record will be made in the usual way, with the notation

"Diplomatic residence" entered in the REMARKS column. Columns III and V will be left blank if there are no persons enumerated at the dwelling. On the Population documents of persons enumerated at such places be sure to mark "Diplomatic residence" on the third line of Question 2 (Address).

If it is necessary to complete a Housing document for a diplomatic residence, it will be marked as "Occupied" in Question 5, with the oval "Hotel, etc." marked in Question 6.

30. Camps (Other than Military)

In this section the type of camp referred to is one which has an economic basis, such as a lumber camp or a construction camp, rather than one which has a purely social basis, such as a tourist camp or holiday camp.

Persons living in such a camp on June 1st are to be enumerated on Form 2, if they have no usual place of residence elsewhere. Other persons will be enumerated on Form 2A, unless they are certain they will be enumerated at their homes.

In general, the entire personnel of a camp will be grouped into one large household. However, in camps where separate houses are provided for staff personnel and their families, these will rate as separate individual dwellings apart from the camp. In a camp household the senior person in charge will be marked as "head". The correct entry for remaining personnel under Relationship to Head of Household is "employee".

Note that in institutions, hotels, and camps the entry for Question 3 of the Population document (Relationship to Head of Household) applies more specifically to the establishment than to the person recorded as "head". In other words, a person is entered as "employee" because he is employed by the institution or hotel, or by the operators of the camp, rather than because he is employed by the person recorded as "head" of the household.

Enumeration Technique

31. Military Camps

Military camps constitute special enumeration areas which will be enumerated by personnel of the armed forces.

Persons in the active forces will be enumerated on Form 2 at the camp where they are located, except in cases where they are permitted to sleep regularly outside the camp. Civilians who sleep in the camp and have no other place of residence will be enumerated at the camp on Form 2 by the special Enumerator.

32. Summer Cottages, Cabins, Tourist Camps, and Motels

Places which are obviously designed for summer accommodation only will not be visited if they are unoccupied. However, if they are occupied, you must visit them in order to determine the status of the occupants.

When the occupants of one of these places are living there temporarily and have a usual place of residence elsewhere in Canada, they will be enumerated on Form 2A, unless they are certain they will be enumerated at their usual place of residence. The place they are living in temporarily on June 1st will not be counted as a dwelling unit in the Census. This is provided for by having the entry made on one line of the unnumbered section of the Visitation Record found at the bottom of each page. (See Section 42, Page 35). In other words, what is wanted is a record of the persons, but no record of their temporary living quarters.

A cottage, cabin, motel, etc., loses its temporary status and is treated as a regular dwelling unit if the occupants have *no other usual residence*. It will then be entered in the top, numbered section of the Visitation Record and the persons living there will be enumerated on Form 2.

33. Conducting the Interview

An extensive publicity program has been prepared which should assist you greatly in your dealings with the householder. Nevertheless, much of your success as an Enumerator will depend upon how you make your approach. Most people react favourably to a friendly and courteous approach by a stranger. An approach such as the following, spoken in a pleasant voice and with the presentation of your identification card, should gain for you a favourable reception:



"Good morning, madam. I am the representative of the Government of Canada appointed to take the Census in this locality. I should like to enumerate you and the members of your household".

No interviewing pattern will fit every situation. When you are meeting people, each situation is different and you have to be able to adapt yourself to it. Most of all, you need common sense, patience, and tact.

You should dress neatly and conservatively, keeping in mind the station in life of the people upon whom you expect to be calling.

Sometimes you may need to put the respondent at ease with some small talk. For example, in a crowded urban district the respondent may want to discuss the new school in her neighbourhood. The small town housewife may be glad to have a compliment about her flower garden; and the farmer probably will want to tell you how his crops are doing. On the other hand, in dealing with a talkative person you may have to adopt the opposite attitude and be very

business-like in order to avoid having too much of your time wasted in idle conversation.

In all circumstances courtesy and thoughtfulness are essential. Such little actions as removing your hat upon entering a home, and removing your rubbers or brushing your feet in wet weather will create an immediate favourable impression. If you should happen to arrive just at meal time, try something like this:

"I am sorry that I got here while you are at supper. However, I have another call to make in the neighbourhood and will call back in half an hour. Will that be convenient?"

If this results in an alteration of your regular route of visitation, be careful to retain the proper numbering of the dwellings in your Visitation Record.

If possible, *avoid enumerating before a group.* Point out that replies to the Census questions are confidential and ask the respondent if you may talk with him alone. The enumeration will usually proceed more rapidly if the respondent is alone, and he may not want to answer some of the questions in the presence of others.



Wrong

Right

Do not accept information concerning the members of the household from a child. Avoid accepting information for other members of the household from a maid or servant, although occasionally this may be necessary.

34. How to Deal with Difficult Cases

You may encounter a few persons in your enumeration area of a suspicious or unco-operative nature. Such persons tend to look upon the Census Enumerator's visit as an intrusion upon their time or privacy. They may resist answering certain questions such



as those relating to age, earnings, or household conveniences. In extreme cases they may refuse to answer any of your questions.

Such resistance may be broken down by a friendly and frank approach on your part. Point out that the information is *strictly confidential*, that all Census employees are *sworn to secrecy*, and that no use is made of any Census return to the disadvantage of the individual. If this approach fails, then attention should be drawn to the fact that the Statistics Act provides a penalty for anyone refusing information to an authorized Census Enumerator. If you still cannot get the required information, make a note of the name and address of such persons, and report the matter to your Field Supervisor.

Another difficult kind of person is the argumentative type. Such a person will probably begin by questioning the value of the Census. Little is gained by arguing with such a person, and, in any case, you must always avoid getting involved in a discussion on politics. Much better to humour him along in a joking or bantering manner. Very often such a person, after he has had his say, will be quite co-operative in answering your questions. Be prepared, however, to spend a little longer time than average in enumerating this type.

35. Some Things You Must Not Do

Some definite prohibitions are placed on your actions as a Census Enumerator by Act of Parliament. The disregarding of these makes you liable for fine or imprisonment.

- (1) *You must not disclose to anyone except Census officials any information you receive in the course of your duties as an Enumerator.*
- (2) *You must not permit any unauthorized person, even those in your own family, to see your completed forms or questionnaires.*
- (3) *You must not farm out any of your work as an Enumerator, nor permit any unauthorized persons to accompany you on your visits.*
- (4) *You must not combine with your Census enumeration any canvassing for personal gain, nor for community, church, political, or other organizations.*
- (5) *You must not engage in a discussion of politics while working as an Enumerator.*
- (6) *You must not resign from your position as an Enumerator having taken the oath of office, until the enumeration of your sub-district is completed. In cases of emergency, you should discuss the matter with your Field Supervisor.*

Some Instructions Concerning Field Procedure

36. Language Difficulties

Separate sets of English language and French language Population and Housing documents have been printed. Your supply of these documents will be either in English or in French, depending upon which of these languages is more commonly spoken in your area. Consequently, in mixed areas you may have to question a person in English, while making your entries on a French language document, or vice versa.

Enumerators working these mixed areas, however, will be supplied with a few documents in the "other" language. Avoid as much as possible using these documents. They are to be used only if a person insists on being enumerated on forms printed in that language, (either English or French), which will rarely occur since the respondent should not see the form. After their completion these "other language" documents will be inserted in their proper place in the binder.

No provision has been made for enumerating in any language other than the two official languages of Canada. Should you encounter a household which cannot speak English or French, and you cannot make yourself understood in German, Finnish, or whatever language is spoken in the household, then your only recourse is to get an interpreter. Mark the household in your Visitation Record for a call-back, and consult your Field Supervisor for advice on getting a qualified interpreter to accompany you when you revisit that household.

37. Call-Backs

This term denotes the situation in which an Enumerator, through failure to complete the enumeration of a household at his previous visit, is required to make another visit to the household. The call-back may be made for the purpose of enumerating an entire household, one or two members of a household, or to get certain information needed to complete the enumeration of a member of the household — e.g., the earnings of a lodger.

If you call at a home and get no response, inquire of neighbours as to the best time for getting members of the household at home. Call-backs should be cleared up as quickly as possible, and you may have to devote some of your evenings to this task. This is necessary for several reasons: (i) it reduces the danger of a serious delay in completing the Census of the area; (ii) it minimizes the possibility of households or individuals being overlooked in the Census; (iii) it makes it easier for the Enumerator to keep his returns in order and to have a more accurate idea of the progress of his enumeration.

If, after repeated call-backs, you fail to get any response, report the case to your Field Supervisor, giving him such details as the times at which you made your calls, the number of calls, the information gained from neighbours, etc.

When all members of a household are out at the time of your visit, thus necessitating a call-back, you will complete the entry for that household in your Visitation Record in the usual way, getting the necessary information from neighbours. In this way the dwelling is numbered in its proper order in relation to the other dwellings along the street, and the sample design for the Housing Census is not disturbed. (See also Section 38, Paragraphs 5 and 6).

One column of the Visitation Record which has particular application in the case of call-backs is the REMARKS column. It is used to make a note of the fact that a call-back is required, the time at which it should be made, and the number of persons to be enumerated. An example of this use of the REMARKS column is given in the booklet of specimen forms (Form 12). When a call-back is made and the enumeration completed, you should indicate this by making a tick-mark in the right-hand margin opposite the call-back notation. On the other hand, if the case has to be reported to the Field Supervisor, this should be noted in the REMARKS column along with the date.

38. The Handling of Documents, Binders, and Jackets

An essential piece of your equipment is a ring binder which will contain your Population and Housing documents, your Visitation Record, and your Blind and Deaf schedule. The documents (Forms 2 and 4) will be fastened into the rings, the Visitation Record inserted into the pocket on the inside front cover, and the Blind and Deaf schedule inserted into the pocket on the inside back cover. This pocket will also be used to carry a small supply of Forms 2A. Be sure the forms you place in the pockets are inserted as far as they will go so as to avoid being damaged by the rings.



The documents are in numbered jackets. Each jacket contains one hundred serially numbered Population documents and ten Housing documents. These are arranged in the jacket in such a way that they can be fastened into the rings before the jacket is removed. This ensures that all the documents from the jacket get into the binder — and in the right order. The rings of the binder are large enough to hold easily one jacket of cards.

When a jacket of documents has been inserted into your binder, it will remain there until the hundred Forms 2 are used. The entire group of documents (including the ten Forms 4) will then be removed from the binder and put back into its same jacket. A new jacket of documents will be placed into the binder, and the process repeated.

It is quite unlikely that the ten Housing documents will ever be used up before the hundred Population documents are completed. However, should this happen, withdraw a few unused Housing documents from another jacket and insert them into your binder. In fact, it is a wise precaution to have a few "spare" Housing documents at all times in the pocket of your binder with the Forms 2A for emergency requirements.

The Population documents in the binder will be used in order, that is, according to their serial numbering. This will result in certain documents being out of their proper household order, if there are any households requiring call-backs. That is to say, if household No. 9 is not at home at the time of your first call, enumerate household No. 10 on the documents following those for household No. 8. When you return to household No. 9 at a later time, say, after you have completed the enumeration of household No. 23, then you will enumerate household No. 9 on the documents immediately following those for household No. 23. (Be careful not to make the error of calling household No. 9 household No. 24.) There will be other cases

in which the document for just one member of a household will be out of its regular order when that person was not enumerated with the other members of the household.

One of your duties is to see that these documents are put back into proper household order. This is another reason why it is to your advantage to make the call-backs as promptly as possible. This re-sorting is to be done daily — either at the end of your day's work or before you start out in the morning. It will be part of the daily check outlined in Section 40.

39. Record of Documents Removed from the Jacket

Each jacket of documents is identified by a six digit number, which corresponds to the first six digits in the serial number of each Population document contained in the jacket. This jacket number, together with the district and sub-district numbers, will be entered in the space provided on the outside of the jackets before you receive them from your Field Supervisor.

JACKET No. No DE LA CHEMISE				285643	
DISTRICT No. No DU DISTRICT				83	SUB-DISTRICT No. No DU SOUS-DISTRICT
CALL BACKS—VISITES RÉPÉTÉES					
POPULATION				Housing - Logement	
OUT (Card No.)	IN	OUT (Card No.)	IN	OUT (Dwelling No.)	IN
SORTIE (No de la carte)	(✓) Replacée	SORTIE (No de la carte)	(✓) Replacée	SORTIE (No du logement)	(✓) Replacée
27	✓			017	✓
39	✓				
83					

Provision is also made in this space for the recording of documents removed from the jacket for call-back purposes. This will arise only when a document has previously been *partly completed* and a call-back is being made to obtain the missing information. For example, you may obtain the name and address, etc., of a lodger from the landlady, but be unable to obtain other Census facts such as earnings or years of schooling, without a personal interview with the person concerned.

If the call-back is required to complete a Population document, enter the last two digits of the document in the column headed "Out (Card No.)" at the time you remove the document from the jacket. If the call-back is required to complete a Housing document, enter the exact dwelling number in the column headed "Out (Dwelling No.)".

A document removed from a jacket will be carried in a pocket of your binder until the call-back is made and all entries on the document completed. It will then be returned to its proper place in the jacket and the IN column on the jacket ticked off. An illustration of how the call-back space on the jacket should be used is provided in the accompanying diagram.

40. The Daily Check on Your Enumeration

After each day's enumeration you should perform the following checks on your day's work:

- (a) Draw a line under the last name on your Visitation Record and record the date in the space provided.
- (b) Re-arrange the Forms 2 if necessary, placing together all the documents for each household, with the households arranged in numerical order, as in the Visitation Record.
- (c) Check the name, address, and household number on the Population documents of the household heads with the corresponding entries on the Visitation Record to ensure agreement.

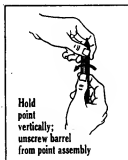
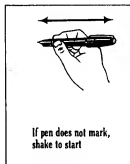
- (d) Check to ensure that each person in the household has the same household number (Question 4) as the household head.
- (e) Check the Housing documents to ensure that there is one for each circled dwelling number for which an entry has been made on the Visitation Record.
- (f) Make a rapid survey of the Population and Housing documents completed during the day to check for any missing or incorrect entries. A useful chart to assist you in checking these documents will be found in Appendix B of this Manual (Page 103).

41. The Use of the "Mark Sense" Pen

The Population and Housing documents are designed for direct machine processing, which requires the use of a special pen containing special ink. Marks made with ordinary ink will not be picked up by the electronic machine. *All your enumeration on Forms 2, 2A, and 4 must be made with the "mark sense" pen.* This applies to the written entries as well as those made by a mark in an oval. If your "mark sense" pen fails to work, use a pencil rather than delay your enumeration. Later you must retrace these marks with a "mark sense" pen. In completing *all other forms* you will use the ball point pen and blue ink.

In general, the "mark sense" pen operates very much like a standard fountain pen. However, it should be held with the ridge near the point on the underside or nearest the writing surface. If the ink does not flow immediately, it may be necessary to shake the pen several times before flow is re-established. Incorporated in the pen is a self-cleaning arrangement and shaking of the pen will automatically bring this into play. In using the eraser, it is not necessary to completely obliterate the mark. A few strokes of the eraser are sufficient to destroy the effect of the mark.

If the pen fails to flow even after shaking it several times, it is out of ink. To refill the pen follow these steps very closely:



IMPORTANT: *Nothing should be done to prepare the new, filled barrel for use with the writing section. A diaphragm which acts as an ink retainer within the barrel itself is pierced by the action of screwing the parts together, allowing the new ink to flow into the writing section.*

You will be instructed in the use of this pen by your Field Supervisor during the training period and you will have an opportunity to test it. If the pen fails to operate properly during enumeration, communicate with your Field Supervisor as soon as possible. Be very careful not to lose this pen, for it is difficult to replace, and must be returned.

The Visitation Record (Form 1)

42. General Instructions

This is the first form you complete when you visit a dwelling. On it you will list every dwelling in the order of your route. Use one line for each dwelling. In general, you will enter this information in the top (numbered) section. However, special rules apply to seasonal dwellings, such as summer cottages, cabins, trailers, etc. If such a dwelling is unoccupied, do not enter it at all. If occupied, and the household has no other residence, enumerate it in the top section. However, if the household in a summer cottage or cabin, etc., has a usual residence elsewhere, list this dwelling in the special section at the bottom of the page. This is the only instance where you will use this lower section.

There are lines for 300 dwellings in the top section of the pages. Be sure to use each page in order regardless of the fact that the page headings are printed alternately in English and French. Obtain another Record from your Field Supervisor if you fill this book. Be sure to change the dwelling num-

- (a) With the left hand grasp the writing end of the pen near the point and with the right hand take hold of the barrel section. Keep the point up and the pen in a near vertical position.
- (b) Now, unscrew the barrel from the point by turning the barrel with the right hand in a counter clockwise direction.
- (c) The barrel will part from the point just above the threads. Continue to unscrew until the writing point section can be lifted from the barrel.
- (d) The empty barrel may be discarded. *There may be a small amount of ink remaining in the barrel so care should be exercised that it is not allowed to spill.*
- (e) Retain the writing section in the left hand as before and pick up the spare barrel in the right hand, placing the writing section into the opening at the end of the barrel.
- (f) Screw the two together fully, rotating the barrel in a clockwise direction until tight.
- (g) The pen is now ready for use.

bers in the second book to read "301", "302", etc. If you have used all the spaces in the lower sections, (e.g., in a summer colony) cross off the dwelling numbers in the top section of the final page, or pages, and use these spaces, working from the back page toward the front of the book.

At the close of each day's work, write the date in the right-hand margin, below the line for the last dwelling enumerated that day. Be sure to enter a date for every day you enumerate.

When not in use, the Visitation Record should be kept in the inside front pocket of your binder. Be sure to insert it to the fullest extent of the pocket, so that it will not catch in the rings of the binder and thus become damaged.

The conditions you may find during your enumeration, and the methods of dealing with them, are explained below.

- (a) *Household in usual place of residence:* Fill in Columns III, IV and V, and enumerate each person on a Form 2. If other persons are in the household temporarily as guests, relatives, etc., and do not expect to be enumerated at their usual home, enter the number of such persons in Column VI and enumerate each on a Form 2A.
- (b) *Household with usual residence elsewhere:* Fill in Columns III and IV, but enter the number of persons in Column VI rather than V. If the household is temporarily living in a summer cottage, trailer, etc., and has a usual residence elsewhere, enumerate it in the special lower section of the page. Enumerate each person on a Form 2A.
- (c) *Household out for the time being:* Fill in Columns III, IV and either V or VI, if the information can be obtained from neighbours, etc. Enter a reminder note in Column VII to call back when the household is at home.

- (d) *"Closed" dwelling:* If it is found from neighbours, etc., that the household is living elsewhere temporarily, (e.g., away for the summer), fill in Columns III, IV and V, and enter "Closed" in Column VII with a notation regarding the composition of the household if this can be obtained. (See line 14 on Page 2 of the Specimen Booklet — Form 12).
- (e) *"Vacant" dwelling:* If no one lives in the dwelling, and you are certain that the household is not just temporarily absent, enter "Vacant" in Column III and the address in Column IV.
- (f) *Dwelling "under construction":* If the dwelling is under construction and not yet occupied, enter "Under construction" in Column III and the address in Column IV. If occupied, treat as a completed dwelling.



43. How to Fill Out Each Column

To make sure you fully understand these instructions, consult the sample page of the Visitation Record in the booklet of specimen and blank questionnaires (Form 12).

COLUMN I

Unincorporated villages, hamlets, etc. If an unincorporated village or hamlet is included in your sub-district, indicate it separately by drawing a short horizontal line across Column I above the number for the first household enumerated in the village, and another line below the number of the last household head. Write the name of the village lengthwise in the space of Column I between the upper and lower lines and on each page until the enumeration of such place is completed.

COLUMN II

Dwelling number: A dwelling number is printed on each line in Column II. This is the number which must be entered in Question 4 of each Population document (Form 2) filled out for the members of the household. The circled numbers represent the sample dwellings which are to be enumerated on the Housing documents (Form 4). Use one line only for each dwelling. Leave no lines blank. (Be sure you understand what is meant by a dwelling as defined on Page 12 of this Manual).

COLUMN III

Name of the head of this household: Print the name of the head of the household (as defined in this Manual) in Column III, with surname first followed by the given name and initials.

COLUMN IV

Address of this dwelling: In urban centres write the street and number, and the apartment number in the case of apartment dwellings. In rural areas write the township, parish, or municipality, and the concession if possible (not the Post Office address), in which the dwelling is situated. In the rural parts of the Prairie Provinces enter the section, township, range, and the meridian in the spaces provided by the vertical dotted lines.

Be sure to enter an address for every dwelling, whether it be occupied, closed, vacant, or under construction. Note that for temporary residents whom you enumerate, the address entered on the Visitation Record will be the address at which they are enumerated, but on each Population document (Form 2A) you will enter the address of their usual residence in Question 2.

COLUMN V

Persons in household (Usual residence here): Enter in this column the total number of persons whose usual residence is in this dwelling. Check this number with the actual number of Population documents (Form 2) you fill out for the household.

COLUMN VI

Persons in household (Temporarily residing here): Enter the number of temporary residents in Column VI, as explained in Section 42 (a) and (b). Check this number with the number of Population documents (Form 2A), you fill out for the household.

COLUMN VII

Remarks: Enter in this column any remarks you consider necessary for your own use such as call-back reminders, an individual form left at a household with the date it is to be picked up, etc. Note carefully that "Closed" dwellings are to be indicated in this column, as well as the names of hotels, institutions, and camps. Study your Form 12 for examples showing the uses to be made of this column.

The Population Document (Form 2)

44. General Instructions


A Population document (Form 2) will be completed for each member of each household you visit who was living at midnight, May 31, 1951. Be sure to include members of the household temporarily absent, and infants. (Review Section 16 dealing with household membership.) The number of Forms 2 completed for any household must

agree with the number reported for that household in Column V of the Visitation Record.

Since these documents are designed for direct machine processing they must not be damaged in any way. Be careful, therefore, that they are not folded or bent and that the holes for the metal rings do not become enlarged or ragged.

All entries on this document are to be made with your "mark sense" pen, in most cases



by means of a horizontal stroke in an appropriate oval. In some cases, however, a written entry is required. In marking an oval, use a firm straight line from edge to edge of the oval, like this . If the mark is not made correctly, the machine will not be able to read it. Avoid, therefore, marks that are too long, too short, broken marks, and marks not centred in the oval. Do not use

a blotter with these documents, but use the document separator exactly as instructed by your Field Supervisor.

Note carefully the following points relating to the completion of the Population document (Form 2):

- (a) Fill in each applicable question in the order of numbering.
- (b) Ask all applicable questions; do not assume you know the answer to any question, even when you are enumerating someone you know.
- (c) If the actual wording of the question is printed on the document, be sure always to ask the question in that form.
- (d) Make no entries in the sections enclosed by dotted lines and containing slanted ovals. These are for office use.
- (e) Never make more than one entry for any one question.
- (f) In Questions 12, 13, 14, 16, and 17 use the write-in space only if there is no appropriate oval to mark.
- (g) Complete Questions 18 to the end only for persons 14 years of age and over. Study this section of the form carefully. The arrows and other instructions on the form indicate the conditions which govern the asking of these questions.

45. How to Complete Each Question

1. NAME	Print the name distinctly and take pains to get the correct spelling.
2. ADDRESS	<p>In urban centres record the street and number, and the name of the urban centre — also the apartment number of households living in apartment buildings.</p> <p>In rural areas record the township, parish, or municipality, and the concession if possible, in which the dwelling is situated. In the Prairie Provinces record the section, township, range, and meridian. Note that in rural localities it is not correct to enter the Post Office address on this form.</p> <p>Do not forget to fill in the bottom line of Question 2 on the documents of persons enumerated in an institution, hotel, or camp.</p>

45. How to Complete Each Question — continued

3. RELATIONSHIP TO HEAD OF HOUSEHOLD



For Census purposes every household must have a head. In households consisting of husband and wife with or without children, the husband will be recorded as "head". In households consisting of one parent and an unmarried child or children, the parent will be recorded as "head". In households consisting of a parent and a married son (or daughter) and his (her) family, the "head" may be either the parent, or the son or son-in-law, depending upon which is mainly responsible for the maintenance of the household. In households consisting of brothers and sisters, one (usually the eldest) will be recorded as "head". In households consisting of a group of unrelated persons on equal footing, one will be selected arbitrarily as "head", and the others recorded as "partner". In hotel and institutional households the head will be the officer in charge, provided that he fulfils the residence requirements — otherwise a resident member of the staff. If the household consists entirely of guests, lodgers, patients, or inmates, one will be selected arbitrarily as "head".

Be sure to record the true relationship of each person to the *head of the household*. This is essential to the correct classification of families. The wife of a married son must be shown as "daughter-in-law" — not "wife", and her children as "grandson" or "granddaughter". The families of lodgers or employees should be recorded as "lodger's wife", "employee's daughter", etc.

4. HOUSEHOLD NUMBER

This must be the same as the dwelling or household number in Column II of the Visitation Record. Be sure that each person in the household is given the same household number. Be sure also to place a mark in each of the three columns. For example, the twenty-seventh household would be marked 0-2-7.

6. AGE AT LAST BIRTHDAY

Some persons have a tendency to report their ages in round numbers. What is wanted is the person's *exact* age at last birthday.

7. MARITAL STATUS



Inquire of each person whether he or she was single, married, widowed, or divorced as of June 1, 1951. Note that the oval "married" is to be marked for each person whose spouse (husband or wife) is living, unless he or she has obtained a divorce.

8. DOES THIS PERSON LIVE ON A FARM?

An entry is required for every person enumerated. However, in some cases, particularly in densely populated parts of cities, the answer to this question will frequently be obvious. In such cases you may make the entry without actually questioning the respondent.



For Census purposes, a farm is a holding carrying on agricultural operations and:

(i) is three acres or more in size

or

(ii) is from one to three acres in size with the agricultural production in 1950 amounting to \$250 or more.

45. How to Complete Each Question — continued

	<p>Agricultural operations include the production of field, orchard, nursery crops grown in the open or under glass, the production (including pasturing) of live stock and live stock products, and the raising of fur-bearing animals.</p> <p>In general, all persons who live in a dwelling situated on a farm will be marked "Yes" in Question 8, regardless of their occupations.</p> <p>Institutions which operate a farm, however, will be treated as follows. All persons living in the institution, except the manager of the farm and his household, will be marked "No" in Question 8.</p> <p>An exception is made in the case of Hutterite colonies. Although these are classed as institutions from the housing standpoint, persons living in Hutterite colonies will be shown in Question 8 as living on a farm.</p>
<p>9. HOW MANY YEARS OF SCHOOLING HAS THIS PERSON HAD?</p>	<p>Make an entry for every person enumerated, although it is not necessary to ask the question of children under five years of age. <i>Count the total number of school years the person attended any kind of educational institution beyond kindergarten, such as elementary school, secondary school, college or university.</i> Private study and part-time attendance at classes will count for the number of years of formal schooling to which it is equivalent.</p>
<p>10. HAS THIS PERSON ATTENDED SCHOOL ANY TIME SINCE SEPT., 1950?</p>	<p>Mark the oval "Yes" only if the person has had some regular day-time attendance at some type of formal school or university since Sept., 1950.</p> 
<p>11. CAN THIS PERSON SPEAK ENGLISH? FRENCH?</p>	<p>Word this question as indicated on the Population document, making certain to ask about both English and French. Do not mark an oval until a reply is received to each part of your question. For infants, base the entry on the language commonly spoken in the home; in no case, however, should the oval "Speaks both English and French" be marked for an infant. In the case of deaf-mutes the language in which they make themselves understood will apply.</p>
<p>12. WHAT WAS THE LANGUAGE THIS PERSON FIRST SPOKE IN CHILDHOOD AND STILL UNDERSTANDS?</p>	<p>If the answer given varies in any way from the list of sixteen languages printed on the Population document, write the answer in the space provided. The one exception to this rule is "Dutch", which, if given by the respondent, will be recorded by a mark in the oval "Netherlands".</p>

45. How to Complete Each Question — continued

13. RELIGION



Record the specific religious body, denomination, sect, or community of which the person is a member, or which the person adheres to or favours. Do not accept broad, general terms such as Christian, Protestant, or Believer. If a person states he has no religion, write "None" in the space provided.

Church of England in Canada will be marked as "Anglican", Church of Scotland as "Presbyterian". If the answer given is Methodist or Congregationalist, question the person further to make certain that he is not really a member or adherent of the United Church of Canada.

You will note that separate ovals are provided for Ukrainian (Greek) Catholic and Greek Orthodox. If a person gives his religion as Greek Catholic, you must question him further to find out whether he means the Ukrainian Greek Catholic or some other rite. If it is a rite of the Greek Catholic church other than Ukrainian rite, this must be written in the space provided. Terms such as "Greek Church" and "Armenian Church" are not acceptable, since it is necessary to distinguish between the Catholic and Orthodox faiths.

You must guard against any tendency to make your own decisions about a person's religion. Except as indicated above, you must accept without question the answer given to you by the respondent, and, if it varies in any way from the sixteen listed religions, you must write it in the space provided.

If sons or daughters in a family belong to or favour a different religion from the parents or either parent, this fact must be recorded. In cases of children of immature years, record the religion in which they are being trained or brought up.

14. BIRTHPLACE

(IN WHAT PROVINCE OR COUNTRY WAS THIS PERSON BORN?)



If the person was born in Canada indicate the province or territory of birth by marking the appropriate oval in the left-hand column.

If the person was born outside Canada mark the country of birth as it is now constituted. This rule has particular bearing for persons born in certain parts of Continental Europe in which there have been recent changes in national boundaries. If the person is uncertain of his country of birth as it is now constituted, he should be asked to give the name of the province or district in which he was born — as Alsace-Lorraine, Bohemia, Slovakia; or the nearest city — as Warsaw, Danzig, Lvov, Trieste, Strasbourg, etc. They should be written in the space provided below the ovals.

Be certain to distinguish between Northern Ireland and the Republic of Ireland when marking country of birth. If the respondent is uncertain of the part of Ireland in which he was born, ask him the name of the county of birth. For your guidance the following counties are situated in Northern Ireland:

Antrim,	Armagh,
Down,	Fermanagh,
Londonderry,	Tyrone.

All others are situated in the Republic of Ireland. If a person states his place of birth as Ulster this answer cannot be accepted since six of its

45. How to Complete Each Question — continued

nine counties comprise Northern Ireland while the remaining three are part of the Republic of Ireland.

For persons born on a ship at sea enter "at sea" in the space provided.

15. PERIOD OF
IMMIGRATION
(IF BORN OUTSIDE
CANADA)

An entry must appear in Question 15 for all persons who indicate in Question 14 that their place of birth is outside of Canada. You will indicate by marking the appropriate oval, the period that the person *first* came to reside in Canada.

16. CITIZENSHIP
(NATIONALITY)

You will ask "What is this person's citizenship, that is, the country to which he owes allegiance?" To this question there are only three possible answers:

- (a) The respondent will reply that he is a Canadian citizen.
- (b) The respondent will say he is a citizen of a country other than Canada.
- (c) The respondent will reply that he is uncertain of his citizenship.

The following table will allow you to determine whether you can safely accept the respondent's statement or whether you must make further inquiries.



Citizenship Reported	Place of Birth	Conditions Required for Acceptance
Canada	Canada	Accept as given
	U.K. or British Empire	Accept if— <ul style="list-style-type: none"> (a) The person has completed 5 years residence before Jan. 1, 1947, or obtained a citizenship certificate. <li style="text-align: center;"><i>or</i> (b) The person is a woman who married a Canadian prior to Jan. 1, 1947, or obtained a citizenship certificate after that date. <li style="text-align: center;"><i>or</i> (c) The person's father was a Canadian citizen at the time of his birth and the person: <ul style="list-style-type: none"> (i) is under 21 years of age; (ii) asserted his Canadian citizenship before his 22nd birthday.

45. How to Complete Each Question — continued

Citizenship Reported	Place of Birth	Conditions Required for Acceptance
	Other	Accept if— (a) The person completed 5 years residence in Canada and obtained naturalization papers prior to Jan. 1, 1947, or a citizenship certificate after that date. (b) Same as (b) above. (c) Same as (c) above.
Other than Canada	Other than Canada	Accept as given
	Canada	Make inquiries to be certain respondent has lost or renounced his Canadian citizenship.

Cases will probably arise in which a person is uncertain of his citizenship. In such cases you must attempt to determine this by further questioning, being guided by your knowledge of the Canadian Citizenship Act and the foregoing instructions. The following general regulations relating to this Act may assist you in dealing with such cases:

- (a) A Canadian citizen is a British subject; but the latter term has a broader meaning and includes all persons born or naturalized within the British Commonwealth of Nations.
- (b) An alien woman or a British subject marrying a Canadian citizen since Jan. 1, 1947, does not automatically become a Canadian citizen. She must apply for a certificate of citizenship and establish a residence of *one year* in Canada.
- (c) Service outside Canada either in the armed forces of Canada or in the public service of Canada or a Canadian province is considered as equivalent to residence in Canada for the purpose of the Citizenship Act.
- (d) A Canadian woman who married an alien prior to January 1, 1947, and by such marriage acquired her husband's nationality, or whose husband became an alien during the course of the marriage, lost her Canadian status. Since January 1, 1947, a Canadian woman marrying an alien retains her Canadian citizenship unless she voluntarily files a declaration of alienage.
- (e) An alien woman married to an alien may become a Canadian citizen even though her husband remains an alien, provided that she follows the same procedure for obtaining citizenship as required of a man or an unmarried woman.

45. How to Complete Each Question — continued

- (f) An alien who has made only a Declaration of Intention is *not* a Canadian citizen.
- (g) The death of a husband does not affect the citizenship status of his widow.
- (h) If a child is born after the death of his father he shall be considered to have been born immediately before his father's death for purposes of establishing his citizenship.
- (i) It is quite possible for a person to be "stateless", that is, to have lost his foreign citizenship and not yet acquired Canadian citizenship. In such cases the entry "Stateless" should be written in.

If a person is not a citizen of Canada and does not know to what country he owes allegiance, enter "Unknown" in the space provided for write-ins. Do not accept this answer, however, until you have thoroughly questioned the person in an effort to determine his citizenship.

17. ORIGIN



It is important to distinguish carefully between "citizenship" or "nationality" on the one hand, and "origin" on the other. Origin refers to the cultural group, sometimes erroneously called "racial" group, from which the person is descended; citizenship (nationality) refers to the country to which the person owes allegiance. Canadian citizens are of many origins — English, Irish, Scottish, Jewish, Ukrainian, etc.

For Census purposes a person's origin is traced through his father. For example, if a person's father is German and his mother Norwegian, the origin will be entered as "German".

You will first attempt to establish a person's origin by asking the language spoken by the person (if he is an immigrant), or by his paternal ancestor *when he first came to this continent*. For example, if the person replies that his paternal ancestor spoke French when he came to this continent, you will record the origin as "French". However, if the respondent should reply "English" or "Gaelic" to this question, you must make further inquiries to determine whether the origin is English, Irish, Scottish, or Welsh.

If the respondent does not understand your first question, or you cannot establish the person's origin from the answer you receive, you will ask "Is your origin in the male line English, Scottish, Ukrainian, Jewish, Norwegian, North American Indian, Negro, etc.?"

Ordinarily, persons born and bred in Canada or the United States will report some European origin, such as English, French, or Spanish. However, if a person *insists* that his origin is Canadian or American, you are to accept that answer and write it in the space provided.

Do not confuse Question 12 (Language first spoken in childhood) with this question. Above all, do not assume that the answer given to Question 12 establishes the answer to the question on origin.

For persons of mixed white and Indian parentage, the origin recorded will be as follows:

45. How to Complete Each Question — continued

(a) For those living on Indian reserves, the origin will be recorded as "Native Indian".

(b) For those not on reserves the origin will be determined through the line of the father, that is, by following the usual procedure.

If a person states that, because of mixed ancestry, he really does not know what to reply to the question on origin, you will mark the oval "Unknown".

18.-19. WAR SERVICE AND FORCES SERVED IN



Check in every home whether there are any war veterans living in the home. This means enlistment for active service in the armed forces of any country in World War I (1914-18) or World War II (1939-45). The armed forces will include the Army, the Navy, the Air Force, the Marines and the Nursing Corps. It will *not* include semi-civilian organizations such as the Merchant Marine, Red Cross, St. John Ambulance Corps, R.C.M.P., civilian fire fighters, Salvation Army, Knights of Columbus war workers, or civilian instructors or staff in service schools or establishments.

Be careful not to overlook Question 19 because of its rather inconspicuous position on the document below Question 18. This arrangement was necessary in order to save space.

Labour Force Classifications (Questions 20 and 21)

Questions 20 and 21 are for the purpose of classifying all persons 14 years of age and over according to their status in the labour force; i.e., at work, not at work but with a job, not at work and seeking work, and not in the labour force during the week ending June 2, 1951. In order to answer these questions correctly, you must understand thoroughly what is included in each of the following terms.

20. WHAT DID THIS PERSON DO MOSTLY DURING THE WEEK ENDING JUNE 2, 1951? *W



Mark the oval which describes the person's chief activity for the week ending June 2, 1951.

Worked: — This includes persons who worked for pay or profit, or worked without pay in an enterprise owned and operated by a related member of the household.

Examples of whom to classify as "Worked":

- (1) worked for wages, salary, at piece rates, on commission, for tips, for board or lodging, or for payment in kind in private or government employment.
- (2) worked for profit or fees in his own business or profession, or on his own farm. This includes a person who worked for profit or fees in her own home, such as a woman who took in laundry or sewing.
- (3) worked without money wages or salary, at tasks (other than home housework) which contributed to the operation of a farm or business owned and operated by some member of the household related by blood or marriage, such as a grocer's wife who worked in the store without wages.

* See Bottom of Page 49.

45. How to Complete Each Question — continued



- (4) worked in connection with renting rooms or providing meals for boarders.
- (5) spent time in the operation of a business or profession even though no sales were made nor professional services rendered, such as a lawyer spending his time in his office waiting for clients.
- (6) spent time at a military camp as a member of a Reserve unit.

Do not include the following in "Worked":

- (1) worked without money pay for a related member of the household at tasks which did not contribute to the operation of a farm or business, e.g., home housework, cutting the lawn, painting the garage, weeding the kitchen garden.
- (2) worked without money pay for a related member of the household who does not own and operate a farm or business, but who is himself an employee.
- (3) worked without pay either in cash or kind for a member of the household to whom he is not related by blood or marriage.
- (4) worked without pay either in cash or kind for a related person who is not a member of the same household.
- (5) worked without pay either in cash or kind as a volunteer worker for organizations of all types (Red Cross, charitable organizations, church groups, etc.).

*J

With a Job But Not at Work: — This includes persons who had a job or business, but were absent from it during the week ending June 2, 1951, for any of the reasons listed below:

- (1) *Illness* — This refers either to illness of the person himself or any other person.
- (2) *Bad weather* — Some jobs, such as fishing, fruit picking, are affected by weather conditions, and bad weather could be the reason for a person not working at his job.
- (3) *Vacation* — This includes vacations with or without pay, as long as the person's job is being held for his return. This reason would apply in the case of a school-teacher or professor on vacation who has a contract or definite arrangement to resume teaching in the fall.
- (4) *Labour dispute* — This includes strikes, lock-outs, and similar labour disputes which resulted in the person's not being at work.
- (5) *Temporary layoff* — This refers to persons who were laid off from their job, with definite instructions to return to work within 30 days of the layoff. A person who is laid off for more than 30 days, should not be included. If he is not working at some other job, he should be regarded as "Looking for Work" or "Voluntarily Idle".
- (6) *Has a new job to go to* — In order to be included in this category, a person who did not work during the week of June 2nd must have a definite job to report to within 30 days of June 2nd.
- (7) *Other* — Includes reasons which are not described in the categories listed above, as for example, — fire, quarantine, etc.



* See Bottom of Page 49.

45. How to Complete Each Question — continued



***L Looked for Work:** — This includes persons who actively looked for work during the week ending June 2, 1951, or who would have actively looked for work except for temporary illness, indefinite layoff, or the belief that no work was available.

- (1) *Actively looked for work* — This refers to those who made efforts to obtain a job, or establish a business or professional practice. Such efforts may consist of registration in a government employment office, meeting with prospective employers, placing or answering advertisements, writing letters of application, or working without pay in order to gain experience.
- (2) *Would have actively looked for work except for temporary illness* — This refers to those who would have been actively looking for work but were prevented from doing so because of their *own* temporary illness or disability. It does not include persons who would have been actively looking for work except for the illness of another person or persons.
- (3) *Did not actively look for work because of indefinite layoff* — This includes persons who were laid off from a job at which they were working, without definite instructions to return to work within 30 days of the beginning of the layoff, and did not actively look for another job because they expected to be called back to their old job. It does not include persons who work only off and on of their own volition.
- (4) *Did not actively look for work because of the belief that no work was available* — Individuals in this category usually will be residents of a community where there are only a few important industries which are either shut down or operating at less than capacity during the week ending June 2nd. This group also includes persons who would have been actively engaged in looking for work except for the fact that there were no jobs available in the community suitable to their particular skill. It does not include persons not actively looking for work because they are too old, too young, or handicapped in any way.

H Keeping House: — Mark this oval for persons who:



- (1) were occupied with their own housework.
- (2) were helping another member of the household with the housework, such as an unmarried daughter assisting her mother.
- (3) would have been keeping house except for temporary illness.
- (4) were engaged in the management of their own homes or children, even though the actual housework was done by servants under their direction.

Note: It does not include "paid" housekeepers or other "paid" domestic helpers. The latter should be marked as "Worked".

* See Bottom of Page 49.

45. How to Complete Each Question — continued



S Going to School: — Mark for persons who attended any kind of public or private school, university, trade or vocational school in which students do not receive any compensation in money or kind. Veterans attending school or university and receiving maintenance grants from the government are not considered as receiving compensation or pay, and should be entered as "Going to School".

Mark "Going to School" also for persons who would have attended school during the week ending June 2, 1951, except for temporary illness or short vacation during the school term.

Do not mark as "Going to School" for:

- (1) Nurses-in-training. They receive room, board, tuition, and usually some wages, and should therefore, be marked "Worked".
- (2) Students on extended vacation. They should be marked in one of the other positions which describes the chief activity.



R Retired or Voluntarily Idle: — This is to be marked for persons who are retired on pension or with independent incomes, young persons who are not working, and persons in the off-season for a continuous period of 30 days or more. It does not include school-teachers or professors on summer vacation who have definite arrangements to resume teaching in the fall. The latter should be marked as persons who had a job but were not at work.

OTH Other: — Mark this for persons whose major activity does not appear to be described by any of the other labour force classification terms. Some examples are: —

- (1) persons who were doing volunteer work without pay in cash or kind for organizations such as the Red Cross, church organizations.
- (2) persons who worked without pay for a member of the household who does not operate his own farm or business.
- (3) persons who worked without pay for a relative or other person not a member of the household.
- (4) prisoners and patients enumerated in institutional households.



U Permanently Unable to Work: — Mark this for persons who, according to the respondent, are permanently unable to work because of old age, physical or mental disability, or chronic illness. The distinction between permanent and temporary disability or illness depends upon the statement of the person interviewed and not on the judgment of the Enumerator. A person who is unable to work himself but owns a business and hires others to do the work should be classified as "Worked" rather than "Permanently Unable to Work", since he is engaged in mental work and is responsible for managing the business.

45. How to Complete Each Question — continued

21. IN ADDITION,
DID THIS
PERSON DO
ANY WORK
FOR PAY OR
PROFIT?

This question should be asked in full as follows: *In addition did this person do any work for pay or profit or unpaid family work on a farm or in a business during the week ending June 2, 1951?*

Mark either "Yes" or "No" in Question 21 for every person except those reported as "Worked" or "Permanently Unable to Work" in Question 20. The answer to Question 21 will show whether such persons did some work for pay or profit or unpaid family work in addition to their chief activity reported in Question 20.

Examples of whom to mark "Yes" in Question 21 are:

- (1) A housewife, marked "Keeping House" in Question 20, who helped her husband in his store or other business.
- (2) A student, marked "Going to School" in Question 20, who worked after school hours or on Saturday.
- (3) A retired person, marked "Retired" or "Voluntarily Idle" in Question 20, who worked part-time.
- (4) A person marked "Looked for Work" or "With a Job But Not at Work" in Question 20, who did some work.

Special care must be taken with respect to female unpaid family workers on farms who are principally engaged in keeping house. They should be marked "Yes" in Question 21 *only* if, during the week ending June 2nd, they devoted one hour or more to farm work as distinct from housework and household chores.

22. HOW MANY
HOURS DID
THIS PERSON
WORK?



For any person reported as having "Worked" in Question 20 or "Yes" in Question 21, there must be an entry in Question 22 for the number of hours worked during the week ending June 2, 1951. Find out from the respondent the actual number of hours the person being enumerated worked, and mark the oval for the hour group which contains that figure. In determining the number of hours the person worked, keep in mind the following:

- (1) Take the actual number worked during the week ending June 2, 1951, and not the usual or average.
- (2) Exclude time taken off for lunch.
- (3) Count the time worked to the nearest hour — that is, 24½ hours will be reported as 25 hours.
- (4) If a person held more than one job during the week ending June 2nd, take the sum of the number of hours worked at each job.
- (5) Do not include time spent on home housework, cutting the lawn, painting the garage, etc.
- (6) If it is impossible to obtain a precise answer as to the number of hours worked, make an estimate as accurately as possible on the basis of whatever information can be obtained.

* If "W", "J", or "L" in Question 20 or "Yes" in Question 21, ask Questions 23 to 27.

Note that ovals for "Worked — W", "With a Job but Not at Work — J", and "Looked for Work — L" in Question 20 and "Yes" in Question 21 bear an asterisk (*). This symbol is to serve as a reminder that Questions 23 to 27 must be asked and completed, as outlined below, for every person marked in an oval bearing this symbol.

45. How to Complete Each Question — continued

23. NAME OF FIRM
OR BUSINESS

FOR WHOM DID
THIS PERSON
WORK?



For those marked "Worked" in Question 20 or "Yes" in Question 21, enter the name of the firm or business in which the work was done. If a person worked at more than one job during the week ending June 2nd, enter the name of the firm or business in which he worked the greatest number of hours.

For those marked "With a Job But Not at Work" in Question 20 and "No" in Question 21, enter the name of the firm or business in which he had the job.

For those marked "Looked for Work" in Question 20 and "No" in Question 21, enter name of the firm or business in which the person last worked. If, however, the person never worked before, for example, a young man just graduated from school, leave this question blank but enter "None" in Question 25.

If a store, shop, etc., is not operated under a firm or business name, report the name of the person who operates it. Thus a carpenter working for J. A. Brown would report "J. A. Brown" as the firm name. This entry would be made for all persons working for him, including J. A. Brown himself.

Enter "Federal Government", "Provincial Government", or "Municipal Government" for persons employed in the respective government services. The latter will include persons employed by local school authorities, i.e., school boards, districts or corporations, or boards of education.

For persons employed in government commercial or other enterprises, Crown companies or corporations, including transportation companies or services, electric light and power, telephone and water works utilities, street railways or bus lines, enter the name of the enterprise, company, or organization, of which the following are typical examples:

Bank of Canada
Polymer Corporation
Nova Scotian Hotel
Alberta Government Telephones
Canadian National Railways
Toronto Transportation Commission
Windsor Utilities Commission
Eldorado Mining and Refining Company Limited
Canadian National Steamships Limited
Ontario Hydro Electric Power Commission
Pacific Great Eastern Railway
Ottawa Hydro Electric Commission
Sandwich, Windsor and Amherstburg Railway (bus lines)



45. How to Complete Each Question — continued

24. INDUSTRY

WHAT KIND OF
BUSINESS OR
INDUSTRY IS
THIS?

(e.g., Rubber Shoes
Manufacturing,
Drugs — Retail
Trade, Grain
Farming, etc.)



Enter the kind of business, industry, or service in which the firm, business or individual reported in Question 23 was primarily engaged.

Enter both the type of industry (i.e., product grown, mined, sold, made, repaired; transport, communication, or storage facilities provided; medical, educational, personal, financial services provided, etc.), as well as the main division of the industry to which it belongs (i.e., farming, mining, manufacturing, etc.)

Examples of complete entries, with the main division of industry underlined, are:

telephone <u>communication</u>	auto repair <u>shop</u>
automobile <u>manufacturing</u>	iron <u>foundry</u>
building <u>construction</u>	gold <u>mining</u>
<u>wholesale</u> grocery	public library <u>service</u>
<u>retail</u> hardware	salmon <u>fishing</u>
restaurant <u>service</u>	copper <u>smelting</u>
steam railway <u>transportation</u>	<u>retail</u> department store
dairy <u>farming</u>	domestic <u>service</u>

General terms are not acceptable as descriptions of types of industry. Therefore, never use such terms as factory, shop, foundry, mill, mine, farm, trade, manufacturing, public utility, etc., without fully specifying that the type of industry is, for example, a paper box factory, a railway car shop, a brass foundry, a gold mine, a grain farm, etc. At least two terms are required to describe type of industry correctly.

Kind of business: In reporting the kind of business or industry it is necessary to distinguish between single and multiple establishment businesses.

A *single establishment business* conducts its entire business in one location only. In answering Question 24 you must describe the major business or industrial activity. For example, a factory whose output is 60 per cent furniture and 40 per cent toys should be reported as a furniture factory. If a person works in the drug section of a department store, enter *retail department store* in Question 24 and *not retail drugs*. In the case of an establishment doing both wholesale and retail business, report according to the bulk of the business done.

A *multiple establishment business* is one where business is conducted in different plant locations. These may be in the same town or city or in different towns or cities. In the case of these, enter in Question 24, a precise description of the *major* business or industrial activity carried on by the establishment in which the individual being enumerated was employed. Examples of multiple establishment businesses are: Canadian Industries Limited, Canadian National Railways, Canada Packers Limited, T. Eaton Co., Imperial Oil Ltd., Hudson's Bay Co., Winnipeg Electric Co., Forest Products Can. Ltd., etc.

45. How to Complete Each Question — continued



The Canadian Industries Limited operates separate establishments or plants engaged in such major industrial activities as (a) paint and varnish manufacturing — located at Castlefield and Ronald Ave., Toronto and at 6930 Clanranald, Montreal, (b) fabrikoid manufacturing — located in New Toronto, (c) fertilizer manufacturing — located at 1490 Marlborough, Montreal, etc. Each of these establishments is operated under the same firm name, but must be distinguished in answering Question 24.

The Canadian National Railways operates a large number of establishments, engaged in such major activities as steam railway transportation, water transportation, telegraph communication, hotel service, railway car repair shops. These establishments are operated under separate names such as Canadian National Steamship Lines, Chateau Laurier Hotel, MacDonald Hotel, Transcona car shops, etc., and must be reported as separate units in answering Question 24.

Government Service: For persons employed in government services, whether federal, provincial, or municipal, enter the name of the branch or service, bureau, agency, board, commission, etc., and the name of the department of the government concerned.

Examples of correct entries are:

Experimental Farms Service, Department of Agriculture.

Canadian Travel Bureau, Department of Resources and Development.

Milk Control Board, Department of Agriculture.

Workmen's Compensation Boards.

Quebec Municipal Commission, Department of Municipal Affairs.

Sanitation and Waste Removal Branch, Engineering Department.

Road, Street and Sidewalk Services, Public Works Department.

Province of Ontario Savings Office, Treasury Department.

Government commercial or other enterprises, Crown companies or corporations, etc.: For persons employed in government agencies of this nature, enter the major business or industrial activity of the particular establishment in which the person is employed, such as:

steam railway transportation, hotel service, railway car shops, etc. (for the Canadian National Railways)

electric light and power production (for the Ontario Hydro Electric Power Commission)

banking services (for the Bank of Canada or the Ontario Savings Offices)

hotel service (for the Nova Scotian or other hotels)

electric light and power distribution (for the Ottawa Hydro Electric Commission)

electric light and power or waterworks distribution (for the Windsor Utilities Commission)

45. How to Complete Each Question — continued

25. OCCUPATION

WHAT KIND OF
WORK DID THIS
PERSON DO IN
THIS INDUSTRY?

(e.g., Office Clerk,
Sales Clerk, Auto
Mechanic, Iron
Moulder, Graduate
Nurse, etc.)



Enter the occupation at which the person worked in the industry or service reported in the previous question. Write a brief but clear description of the duties or kind of work performed on the job. Two or more words are generally required to describe an occupation correctly.

Examples of the type of entry required are:

telephone operator
filing clerk
sales clerk
bank teller
lawyer
clergyman
music teacher
civil engineer
locomotive engineer
farm labourer

iron moulder
mine foreman
radio repairman
carpenter
registered nurse
practical nurse
sewing-machine operator
farmer
bellboy
auto mechanic

For persons who have never worked but are looking for their first job, enter "None".

Special Cases —

Labourer — avoid the term "labourer" by itself as an occupation. It will be possible to describe the occupation in more specific terms; such as farm labourer, construction labourer, rock splitter, sewer digger, garden labourer, etc.

Clerk — always qualify by specifying file clerk, shipping clerk, time clerk, sales clerk, etc. Typists, accountants, bookkeepers, cashiers, etc., should be classified as such and not as clerks.

Nurse — specify whether the person is a registered nurse, nurse-in-training, practical nurse, or nursemaid.

Engineer — specify whether the person is a civil engineer, locomotive engineer, stationary engineer, chemical engineer, electrical engineer, etc.

Agent — avoid the term "agent" by itself as an occupation. Specify whether the person is an insurance agent, real estate agent, advertising agent, purchasing agent, etc.

Farmer — the term "farmer" refers to an operator of a farm. For farm employees or unpaid family workers enter farm labourer or farm hand. A farm manager is a wage-earner, hired by the owner to manage a farm, while a farm foreman directs the farm work under the supervision of the manager or owner.

Civil Servant — this entry is not acceptable since civil servants have specific occupational duties which can only be distinguished by such terms as economist, office clerk, stenographer, administrative officer, architect, etc.

45. How to Complete Each Question — continued



Nun or Brother — members of religious orders are generally assigned specific duties and should, if possible, specify the type of work performed, as school teacher, registered nurse, nurse-in-training, music teacher, cook, farmer, etc.

Armed Forces — report the rank of persons enlisted in the Active Armed Forces and not the trade or occupation to which they are assigned.

Reserve units — report the rank of persons at a military camp who are members of a Reserve unit. Do not report their usual occupation nor the trade or occupation to which they are assigned. This appears in Question 26.

Be careful not to confuse the following:

Painter and decorator vs. interior decorator — a painter paints houses or buildings. An interior decorator designs decorations for homes, hotels, restaurants, etc. and supervises the arrangement of furniture and decorations.

Executive secretary vs. clerical secretary — an executive secretary is an official of a business or other organization. A clerical secretary does stenography, typewriting, and allied clerical work.

Machinist vs. machine operator — a machinist is a person skilled in the construction or setting up of machines. A machine operator is a person who operates a machine, for example, sewing-machine operator, drill-press operator, lathe operator, riveter, shaper operator.

Canvasser vs. huckster — a canvasser goes from door to door taking orders for goods to be delivered afterwards. A huckster sells merchandise such as fruits, vegetables, peanuts, hot dogs, etc. on the street, from door to door, or at places of amusement.

Physicians and surgeons — should be distinguished from osteopaths, dentists, chiropractors and veterinarians.

26. USUAL
OCCUPATION
IS THE
OCCUPATION
REPORTED IN
QUESTION 25
THIS PERSON'S
USUAL
OCCUPATION OR
ACTIVITY?

This question, which refers to the full year ending May 31, 1951, must be asked for any person reporting an occupation or "None" in Question 25.

For a person whose usual occupation is the same as that reported in Question 25, mark the oval "Yes".

For a person whose usual occupation is different from that reported in Question 25, mark the oval "No" and enter the occupation usually followed.

For persons who usually do not work for pay or profit or as unpaid family workers on a farm or in a family business, mark the oval "No" and enter the usual activity as "Keeping House", "Going to School", "Retired", etc.

For persons reported as "None" in Question 25, mark the oval "No" and enter the usual activity as "Keeping House", "Going to School", etc.

45. How to Complete Each Question — continued

27. CLASS OF WORKER



Wage or Salary Earner: — Mark this oval for any person who worked for wages, salary, piece rates, commissions, tips, or payment in kind or board and room. Examples:

- (a) insurance salesman working on commission.
- (b) waitress working for tips.
- (c) government employee.
- (d) salaried manager of a bank.
- (e) university professor, or school-teacher.
- (f) executive of a Hydro Electric Power Commission.
- (g) person on jury duty.
- (h) store clerk.
- (i) cleaning woman who works for different people each day.

Own-Account: — In order to be classed as "Own-Account", a person must have worked during the week ending June 2, 1951, in a business or profession owned and operated by himself without any paid employees. If a person paid any salary, wages, or payment in kind to any employees in his business, he should not be classed as "Own-Account" but as "Employer". Examples:

- (a) farmer who has no paid help (may have unpaid family workers).
- (b) proprietor of a grocery store who does not hire anybody to assist him.
- (c) doctor, lawyer, or other professional person who works for fees and hires no assistants, receptionists, nurse, secretary, etc. (He may hire a maid in his own home, but since this is not in connection with his business he would still be classed as "Own-Account".)
- (d) woman who operates a boarding or rooming house and does not hire anyone to assist her.
- (e) partner in a business in which no salaried persons are employed.
- (f) huckster who neither employs any paid workers, nor is employed by another person.
- (g) retail oil agent who buys oil in bulk from an oil company and resells it.
- (h) a skilled tradesman who does not hire any person to work for him, and who does sub-contract work for larger contractors. (For the occupation of such a person enter his skilled trade, e.g., "Carpenter").

Employer: — Mark this oval for any person who operated his own business, farm, or profession, and employed any paid helpers or workers during the week ending June 2nd, in connection with his business. Do not class as an employer any superintendent, manager, foreman, or other executive employed to manage an establishment or business, for although such a person may hire or fire people, he does not do so in the operation of his own business. A person employed by a company cannot himself be considered an employer.

45. How to Complete Each Question — continued



Examples of employers:

- (a) farmer who hires a man to help on his farm for money wages, room and board, or payment in kind, or who pays regular money wages to his son or other relative to work on the farm.
- (b) a partner in a business which employs wage or salary workers.
- (c) physician, dentist, or other professional person who works for fees, and hires one or more paid workers in the operation of his profession.
- (d) a contractor who hires one or more helpers.

No Pay: — Mark this oval for any person who worked without pay on a farm or in a business owned and operated by a member of the household to whom he is related by blood or marriage. The work done must have contributed to the operation of this family enterprise.

Examples of no pay workers:

- (a) a farmer's son who helps his father on the farm without pay during his vacation from school or after school hours.
- (b) a woman who works in her husband's grocery store without wages or salary.
- (c) the wife of a physician with his own medical practice who keeps her husband's books and other records without wages or salary.
- (d) a fisherman's son who works without pay in a fishing boat owned by a member of the family.

Do not include as "unpaid family workers" the following:

- (a) the son of a school caretaker who helps his father without pay. (Reason: the father is himself an employee and it was not his own business in which his son was helping him).
- (b) a son working in the family's vegetable garden (non-commercial).
- (c) a daughter who helped her mother with the housework. (Reason: such work has no direct connection with the family's farm or business).



Note: Questions 28 and 29 must be completed for every person reported as a "Wage or Salary Earner" in Question 27, and for no others.

28. WEEKS
WORKED FOR
WAGES AND
SALARY
DURING 12
MONTHS PRIOR
TO JUNE, 1951

Find out from the respondent the number of weeks the person worked for the 12 months prior to June, 1951, and mark the oval for the week group which contains that figure. In determining the number of weeks worked, keep in mind the following:

- (1) Take the number of weeks worked as a wage or salary earner during the 12 months prior to June, 1951.
- (2) Exclude time worked as an employer, own-account, or as a no pay worker.

45. How to Complete Each Question — concluded

- (3) Convert part time employment to a full time weekly basis. Thus a person who worked three days a week for 26 weeks should be marked in the "10 - 14" weeks oval.
- (4) Include time for holidays and sick leave *with pay*.
- (5) School teachers and professors who teach a full school term should be marked in the "50 - 52" weeks oval.

29. WAGE AND
SALARY
EARNINGS
DURING 12
MONTHS PRIOR
TO JUNE, 1951



Determine the total wage and salary earnings received for the weeks worked as a wage or salary earner during the 12 months prior to June, 1951, as reported in Question 28 and mark the oval for the earnings group which contains that figure. In determining total wage or salary keep in mind the following:

Include:

- (1) Money received as wages, salary, commission, tips, and piece-rate payments.
- (2) Money deducted from pay for income tax, unemployment insurance, bonds, medical plans, union dues, insurance plans, or any other similar deduction.

Do not include:

- (1) Income from investment, unemployment insurance benefits, workmen's compensation, or from other similar sources.
- (2) Income from operating a business, i.e., income from working on own-account or as an employer.
- (3) Money equivalent for room, board, tuition, or payment in kind.

For persons marked as "Wage or Salary Earner" in Question 27 who merely worked for room, board, tuition, or payment in kind, mark the earnings oval "None".

Other Population Forms

46. The Population Document for Temporary Residents (Form 2A)

Form 2A differs from Form 2 not so much in content as in the purpose for which it is used. Form 2 is used to enumerate household members — in other words, persons whose usual residence is in the place where they are being enumerated. Form 2A is used to enumerate visitors and temporary residents — that is, persons who have a usual place of residence elsewhere. Form 2A is also used to enumerate each member of an entire household temporarily away from its usual place of residence.

The need for the use of this form should not be great, except in summer resort areas. However, when you find a person (or persons) living temporarily in a household with a usual place of residence outside your sub-district, you must determine whether that person (or persons) *has been or is certain to be enumerated* at his usual home. If the answer is "no", or if there is any doubt, then he should be enumerated by you on a Form 2A.



A person's *usual* residence is the place where he regularly sleeps. One exception to this rule is the case where the head of a family and household is unable, because of his work, to live at home with his family except on week-ends and holidays. (See Section 17, Example 2, Page 23). A family's *usual* residence may even be a house they are sub-letting for a few months or less, provided that they have no other place of residence.

The following points regarding the completion of Form 2A should be noted carefully:

- (a) Question 2 (Address), Question 3 (Relationship to head of household), and Question 8 (Does this person live on a farm?) refer to the person's *usual* place of residence, not to the place where he is enumerated.
- (b) The district and sub-district where the person is enumerated are entered in Question 1a — (i.e., you own district and sub-district).
- (c) Provision is made in Question 3a for entering the name of the head of the household at the person's *usual* residence.
- (d) Question 4 is reserved for office use on Form 2A.
- (e) In all other respects Form 2A is identical with Form 2.

You will receive a number of Forms 2A with your initial supplies. Each day you should carry with you enough for a day's work, keeping them in the back pocket of your binder along with the Blind and Deaf schedule. The used forms should be returned to this pocket until the end of your day's work, when you will store them in a separate "blue card" envelope (Form 11) until you make your final returns. *In no case should the Forms 2A be mixed with the Forms 2 during enumeration.*

47. The Individual Population Form (Form 5)

This form is to be left by you for completion by the individual whose Census records are

required, when it is impossible for you to get the necessary information through a personal interview. It will also be used by certain Enumerators during the T-Night operation.

Form 5 provides for written answers to all the essential questions on the Population document (Form 2), and is bilingual in form. After being completed by the individual, it is to be left with the household head or some other responsible person to be picked up by you within a specified time. For that reason a self-sealing arrangement is provided in order that the entries on the form may be kept confidential. Instructions for the individual on the proper method of completing this form are printed on the form itself.

Before you leave a Form 5 for completion, you must fill in the following information in the space provided:

- (a) the province
- (b) the district number
- (c) your sub-district number
- (d) the dwelling number where the form is left
- (e) the name of the person by whom the form is to be completed
- (f) the earliest date on which the form can be picked up.

An entry such as the following must be made in the REMARKS column of your Visitation Record each time you leave an Individual Population form:

REMARKS
(Enter notes re call-backs,
Individual Forms left, etc. Also
indicate "closed" dwellings
in this column)

VII

Form 5 call back June 12.

This is very important, since it is your reminder to pick up this form. After the form has been picked up, tick off the notation in the REMARKS column.

When you pick up an Individual Population form, examine it before leaving the dwelling. If some of the information is missing, question the household head or some other responsible person, since it is possible he may be able to supply the missing data. If not, and time permits, leave the form a second time, marking the particular items that were not filled out. If the respondent has obviously misunderstood certain items and given the wrong information, the form may be left a second time, provided that it will not delay your final Census returns. In this case you should attach a brief note to the form, pointing out that a certain item or items have apparently been misunderstood, and explaining as clearly as you can exactly what information is required.

After receiving a properly completed Form 5, *it is your responsibility to transcribe the information on to a Population document.* This document should then be filed with the other documents pertaining to that household, unless it is a Form 2A in which case it will be filed with the other completed Forms 2A. The Form 5 should then be tick-marked to show that a Population document has been made out from it, and filed until you return them with your other Census returns to the Field Supervisor.



The Individual Population form is intended *only* for such persons as employees on con-

struction work, miners, etc., who cannot be contacted by call-backs, and for whom no other member of the household can supply the necessary information. In other words, *it is a last resort method of getting Census data and is to be used only as such.* When you can contact a lodger merely by calling at a different hour of the day, you must do so rather than leave a Form 5.

48. Supplemental Schedule for the Blind and the Deaf (Form 3)

An entry is to be made on this schedule for all persons living in your sub-district who are totally blind or deaf.

You must inquire *at each household* whether there are any blind or deaf persons living in the dwelling. This inquiry should be made just after the last Population document for the household has been completed.



Form 3 is bilingual, with space for twenty entries on both the English and French sides. Use both sides of this form if necessary, and, should you require an additional form, contact your Field Supervisor. Form 3 should be carried in the inside back pocket of your ring binder throughout the enumeration.

Be sure to return this form with your completed work, even though you do not have any blind or deaf persons in your sub-district. Whether there are any entries on the form or not, the heading must be completed (Province, District No., etc.), and it must be signed by you.

The Housing Document (Form 4)

49. General Instructions

Just as the Population document provides for the recording of facts about a person, the Housing document (Form 4) provides for the recording of facts about a dwelling. In the enumeration of a household the housing questions will be asked immediately following the questions relating to household members; that is, Form 4 will be completed as soon as Forms 1, 2, 2A, 3, and 5 have been completed in the number required.

A Form 4 is completed for every dwelling whose number on the Visitation Record is circled, that is, every dwelling with a number ending in 2 or 7. It follows that you will obtain housing facts from a sample of one-fifth of the total number of dwellings in your sub-district. This sample must be a representative sample or it will give a false picture of the dwellings in the area. Hence you must adhere strictly to the plan of visitation of dwellings as laid down in Sec. 14, Page 19.

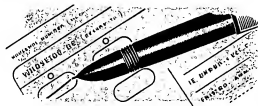
The Housing document is a "mark sense" card. Therefore, the instructions relating to the use of the "mark sense" pen, the correct method of marking the ovals, the use of the document separator, etc. apply to this form to the same extent that they apply to the Population document (Form 2).

Housing documents are packaged with Population documents in the ratio of 10 to 100,

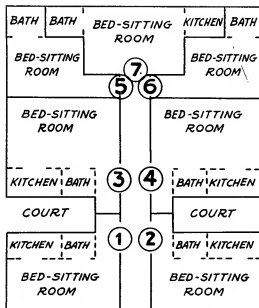
and they will be carried in the ring binder behind the Population documents. Since the actual use of these documents will probably be in the ratio of about one to twenty, it follows that four or five surplus Housing documents will usually remain after the hundred Population documents have been used. These surplus Housing documents are to be removed from the binder with the others and put back in the jacket. Should the occasion arise when you require more than 10 Housing documents to go with 100 Population documents, you will draw on this supply of surplus documents to meet your needs. Since the Housing documents are not serially numbered, no harm can result from the transfer of blank documents from one jacket to another.

50. Examples of Dwellings and Households

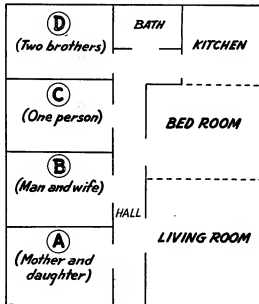
The dwelling (or dwelling unit) is defined in Sec. 1, Page 12 of this Manual, and the chief dwelling types are listed. You will, however, undoubtedly come upon some cases where it is difficult to decide whether or not the living arrangements constitute a separate dwelling. Several fairly typical cases are presented below, which may assist you in dealing with similar situations as they arise in the course of your enumeration. *Where you find peculiar living arrangements which do not fit the definitions and are not covered in the instructions, use your own judgment at the time, but consult your Field Supervisor at the first opportunity.*



Case 1.



Case 2.



Case 1.

The floor plan of a regular apartment house. Each numbered unit is occupied by one family or by a person living alone. All the apartments have full cooking facilities except apartments 5 and 6. Apartment 5 has a hotplate, but apartment 6 lacks even that.

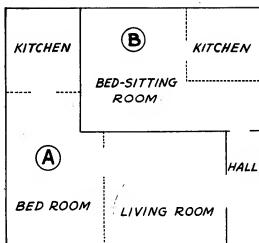
Since this is a regular apartment building structurally designed to provide separate living quarters, these would be counted as seven apartment dwellings, even though two of them do not appear to be fully self-contained.

Case 2.

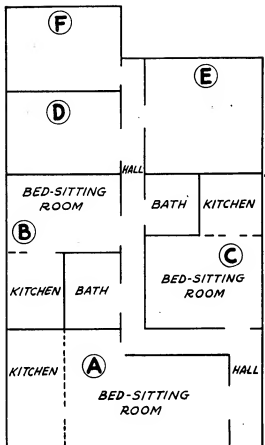
The owner and his wife have a house which accommodates several families. They kept three rooms for their own use, including a kitchen with an electric range. They furnished the remaining rooms, A, B, C, and D, as studio rooms with 2-burner electric hotplates for cooking. A mother and daughter live in A, a man and his wife in B, one person in C, and two brothers in D. The two boys in D seldom cook, but the occupants of the other quarters use their stoves for preparing practically all their meals.

Since this is a house which has not been converted to contain structurally separate living quarters, it must be counted as one dwelling unit even though there are cooking facilities in some of the rooms. It would contain nine persons of whom seven would be individual lodgers or members of lodging families.

Case 3.



Case 4.



Case 3.

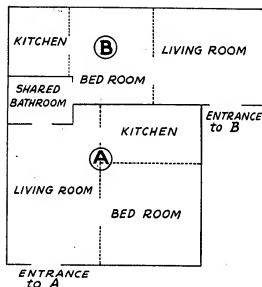
This house has been structurally converted to provide two separate suites which, however, are connected through the front hall. A widowed mother occupies the three rooms labelled A. Her son and his wife occupy the two rooms labelled B. Both suites are provided with cooking facilities. An outdoor privy serves for the three people.

This would be counted as two apartment dwellings, in which the hall would be considered as a common passage not belonging to either dwelling.

Case 4.

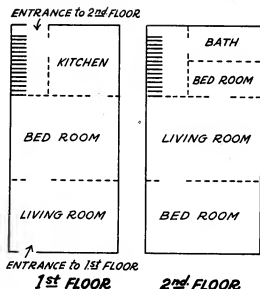
This house has been converted into light housekeeping rooms and sleeping rooms. The landlord lives in the next block. A woman lives in the two rooms labelled A. She has a kitchen with an installed gas range for her own use. The couple in B and the couple in C also have installed gas stoves for cooking. The boy in D, the man and wife in E, and the boy in F have only sleeping rooms (with no cooking equipment).

A, B, and C would rate as apartment dwellings; they are self-contained with the exception of shared bath facilities. D, E, and F provide only sleeping accommodation, and do not constitute separate dwellings. The occupants are really lodgers, but since the landlord does not live in the house, they should be grouped together to form a household. The three rooms would then be classed as a 3-roomed apartment. The man in E would be arbitrarily selected as household head, the boys in D and F lodgers. The rent recorded would be the aggregate rent paid for the three rooms.

Case 5.**Case 5.**

A man, his wife and baby occupy the three rooms labelled A. Another man and his wife occupy the three rooms labelled B. Each family has its separate entrance from the street. Each kitchen has full cooking facilities. The two families share the bathroom.

This would be a case of two apartment dwellings with shared bath facilities.

Case 6.**Case 6.**

A man and his wife occupy the three rooms on the first floor. Another couple and their daughter occupy the three rooms on the 2nd floor. The two families use the same kitchen on the first floor but cook at different times and eat separately. The two families also share the bathroom on 2nd floor. Each of the quarters has its own entrance.

The two families, although they have separate entrances, are not living in structurally separate units since one kitchen, as well as one bathroom, serves both families. Therefore this would be one dwelling unit (a single house) with a household of two families and five persons.

51. How to Complete Each Question

1. and 2. NAME and ADDRESS	Make these entries in the space provided in the same manner as on the Population document.
3. DISTRICT and SUB-DISTRICT NUMBERS	Be sure that these numbers are entered on each Housing document you complete and that they agree with the district and sub-district numbers entered in your Visitation Record.
4. DWELLING NUMBER	This number identifies the dwelling. <i>It must agree with the household number on the Population documents</i> for members of this household and it must be a circled number in Column II of the Visitation Record. Since all such numbers end in 2 or 7, only ovals for 2 and 7 are shown in the third column of Question 4. You must mark <i>all</i> columns when entering the dwelling number. For example, dwelling number 2 will be marked 0-0-2.
5. DWELLING STATUS	<p>Under this heading all dwellings are classified into four groups, each of which is explained below:</p> <p>Occupied</p> <p>All dwellings which are being lived in at the time of your visit, including those not yet fully constructed, will be marked as "Occupied".</p> <p>Closed (Household temporarily residing elsewhere)</p> <p>This oval is reserved for dwellings which happen to be closed during the period of enumeration due to the temporary residence of the household elsewhere. This situation is common in the summer when many people close their homes and move to cottages. Do not confuse "Closed" dwellings with "Vacant" dwellings; or dwellings where the occupants are merely out for the time being, that is, those requiring a call-back. Inquire of neighbours, if necessary, in order to determine the true status of the dwelling. If a dwelling is "Closed", complete as many questions on the Housing document as you can from outside observation and inquiries from neighbours.</p> <hr/> <p>The two bottom ovals are for the recording of unoccupied dwellings — that is, dwellings of a permanent type which were not, on June 1, 1951, the home of any household. <i>Note that if either of these ovals is marked, the enumeration of the dwelling stops here.</i></p> <p>Under construction (Not occupied)</p> <p>A dwelling is considered "under construction" from the time the foundation is begun until the first occupants move in.</p> <p>Vacant</p> <p>These are dwellings which are fully constructed and suitable for occupancy, but not, on June 1, 1951, the home of any household. They are often recognizable by a "To Let" or "For Sale" sign, lack of curtains on the windows, unkempt appearance of the grounds, etc.</p>



51. How to Complete Each Question — continued

6. TYPE OF
DWELLING



Ordinary dwellings designed for one person or for a small group of persons are to be marked in one of the top four ovals. The bottom three ovals are for special types of dwellings such as institutions, hotels, and camps. For these latter types no entry beyond Question 6 is required.

To classify properly dwellings by type you must clearly understand what constitutes a dwelling and a structure. Therefore it is most essential that you memorize the definitions for dwelling and structure (see Sec. 1, Page 12, and Sec. 11, Question 7, Page 17).

Single Detached

This type of dwelling is commonly called a single house, i.e., a house containing one dwelling unit, and completely separated on all sides from any other building, or structure. A "Single Detached" dwelling can have only *one* dwelling unit in the structure. Unusual dwellings such as trailers, houseboats, etc., may seem to fit the above description but they should be classified as "Other" dwellings.

Single Attached

A "Single Attached" dwelling is one which occupies an entire structure, that is, from ground to roof, and adjoins another structure (or structures) from which it is separated by a vertical wall (or walls) extending from ground to roof. For example, each half of a semi-detached or double house, or each section of a row of houses (or terrace) would be classified as a single attached dwelling.

Apt., Flat, Etc.

A dwelling will be classified as "Apt., Flat, etc.," if it falls into one of the categories explained below:

- (a) *Where the dwelling is one of two or more dwellings located in a structure used solely for residential purposes* — If there is more than one dwelling unit located in a structure used solely for residential purposes, each dwelling unit in the structure must be classified as "Apt., Flat, etc." This includes dwelling units in apartment blocks, and apartment hotels, suites in duplexes or triplexes, (i.e., where the division between dwelling units is horizontal), suites in converted houses, etc.
- (b) *Where the dwelling is located in a structure used for both residential and business purposes* — This refers to dwellings located above, or in the rear of stores, restaurants, or other business premises. If the business premises in the structure are separated from the living quarters (no passageway between them), the dwelling may be properly classified as an apartment. However, if the business premises form part of the dwelling some question may arise as to whether the dwelling should be classified as "Single Detached", "Single Attached" or "Apt., Flat, etc." For example, if one or two rooms in a dwelling are used for a doctor's office, music studio or photographic studio, this would not be sufficient to change a single detached house into an apartment.

51. How to Complete Each Question — continued

- (c) *Where the dwelling is a private dwelling in an institution, school, warehouse, business building, etc.* — Private dwellings such as superintendent's quarters within an institutional structure, janitor's quarters in schools, warehouses, churches, business buildings, etc., will be classified as "Apt., Flat, etc."



Other

Into this category will be placed all the unusual types of dwellings, such as houseboats, trailers, tents, cabins, railway cars, etc. The distinguishing feature of this type of dwelling is that, in general, it is designed only for makeshift or temporary accommodation and counts as a dwelling only if it is occupied by a person or persons who have no other place of residence.

Institution

For Census purposes the places listed under the heading "Institution" in Sec. 18, Page 24, are classed as institutional dwellings.

When enumerating institutions of all types, be sure to enter the name of the institution in the space provided in the Address section of the document.

Self-contained dwellings for staff located on institutional premises will be classified as "Single Detached", "Single Attached" or "Apt., Flat, etc."

Hotels, etc.

This will include, for Census purposes, all places which are listed under the heading "Hotel, etc.", in Sec. 18, Page 25.

Be careful that only those lodging houses *with ten or more rooms used or available for rent* are entered in this category. Smaller lodging houses will be recorded as "Single Detached", "Single Attached", or "Apt., Flat, etc."

The name of the hotel must be entered in the space provided in Question 2.

Military Camp, Lumber Camp, etc.

Military camps, lumber camps, construction camps, etc., will be entered in this oval. This refers to bachelor quarters and barracks in these camps. Family quarters located in camps of this type will be classified in the regular manner, i.e., "Single Detached", "Single Attached", "Apt., Flat, etc.", or "Other".

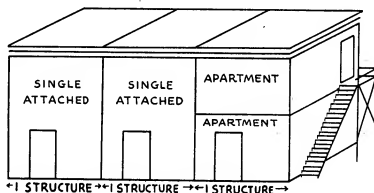


51. How to Complete Each Question — continued

Special Cases

The great majority of dwellings will fall naturally into one of the seven categories explained above. However, a few irregular, difficult-to-classify cases arise, chiefly as the result of structural conversion. For your guidance, some of the more common of these are illustrated in the following diagrams.

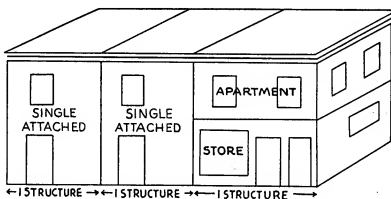
Case 1.



Case 1.

A row of houses with one section of the row structurally converted to form separate dwellings on each floor.

Case 2.

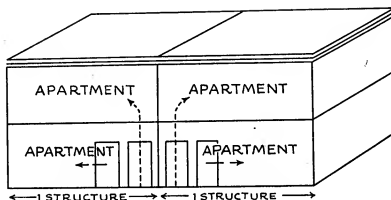


Case 2.

A row of houses with the ground floor of an end of the row used as a store.

51. How to Complete Each Question — continued

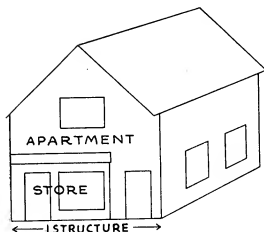
Case 3.



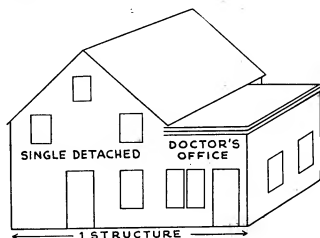
Case 3.

A building consisting of four apartments as indicated. This type is sometimes called a "Double Duplex", and it frequently consists of a double house converted to provide separate self-contained suites upstairs. In many cases the four separate entrances open, not onto a street, but into an inside vestibule or vestibules.

Case 4.



Case 5.



Case 4.

This was originally a single house with the ground floor, or part of it, now used as a store. The dwelling portion of the house is now classified as an apartment. Many Chinese laundries and corner groceries are of this type.

Case 5.

A doctor's residence with small office in an adjoining wing would be classified as "Single Detached." However, if a solid wall prevents access from residence to office through the interior of the house, then the dwelling would be classed as "Single Attached".

51. How to Complete Each Question — continued

7. NUMBER OF
DWELLING
UNITS IN THIS
STRUCTURE

This relates to the structure in which the dwelling unit is located. Each separate structure:

- (a) is completely separated on all sides from any other structure;
or
(b) has a vertical wall or walls extending from ground to roof and completely dividing it from an adjoining structure or structures. Each single detached and single attached dwelling, by definition, will have only one dwelling unit in the structure and must be marked in the top oval of Question 7. Likewise each "Other" type of dwelling will ordinarily be a separate structure in itself and require an entry in the top oval of Question 7. Apartments and flats, however, may have any number of dwellings in the structure. In such cases include vacant as well as occupied dwelling units in determining the number of units in the structure.

8. PRINCIPAL
EXTERIOR
MATERIAL OF
THIS
STRUCTURE

This question refers to the principal visible material used in the wall construction of the structure. Where one type of wall material is used for the ground floor and a different material used for the upper stories of a house, that used for the ground floor will be recorded as the principal material. In the case of dwellings which are occupied but still under construction, ask the respondent to name the material that will be used in the wall construction of the structure and record the answer given.

9. IS THIS
DWELLING IN
NEED OF
MAJOR REPAIR?

This question must be answered from your own observation of the dwelling. Do not ask a direct question. If *any one* of the following defects is noted, indicate the need of major repair by marking "Yes" in Question 9:



- (i) sagging or rotting foundation, which may be indicated by cracked or leaning walls



- (ii) faulty roof or chimney

- (iii) unsafe outside steps or stairways



- (iv) interior badly in need of repair — that is, large chunks of plaster missing from walls or ceiling.

In assessing item (iv) do not confuse home furnishings with the condition of the dwelling. Worn linoleum or rugs and broken down furniture is an evidence of furnishings in need of repair, but NOT an evidence of a dwelling in need of major repair.

One or two broken windows or a lack of paint do not necessarily mean that the dwelling is in need of major repair. However, such dwellings should be carefully observed for other evidences of neglect.

51. How to Complete Each Question — continued

10. IN WHAT YEAR
DID THE HEAD
OF THIS
HOUSEHOLD
FIRST OCCUPY
THIS
DWELLING?

You are to ascertain the year in which the head of the household first occupied this dwelling. If the dwelling is occupied by a household which is enumerated on Forms 2A, obtain the year in which the usual residents first took occupancy. In this case it may be necessary to inquire of neighbours to obtain the required information.

11. NUMBER OF
ROOMS IN THIS
DWELLING

This refers to the number of rooms in the dwelling unit used or suitable for living quarters, including rooms occupied by servants, lodgers and members of lodging families. Do not include rooms used solely for business purposes, or clothes closets, bathrooms, pantries and halls. Summer kitchens, sun-rooms, rooms in basements and attics, are not to be included unless they are finished off and suitable for living quarters throughout the year. "Kitchenettes" are to be included if the normal kitchen functions are carried out therein and if they contain, as a minimum, cooking facilities (such as stove or range) and a sink or tub.

12. WATER SUPPLY



Piped water in this question means water which can be turned on and off by means of a tap. The top oval ("Hot and Cold Piped Inside") applies to dwellings equipped with separate pipes for conveying hot and cold water; the second oval applies to dwellings equipped to supply cold water only. "Inside" means inside the dwelling unit. Water from a hand pump located in the dwelling is not piped running water.

13. BATH
FACILITIES

"Installed" bath or shower facilities are facilities operated from a piped water source and controlled by a tap and drain.

Note that "Shared Use" means *shared with another household*, and does not extend to cases where the facilities are used in common by members of the family and lodgers or servants within the same household.

14. TOILET
FACILITIES

As in the question on bath facilities "Shared Use" means shared with another household. Where common toilet facilities (flush or chemical) are provided for a group of dwellings, as in some types of low cost emergency housing projects, each dwelling would be considered as having shared use of toilet facilities.

15. PRINCIPAL
LIGHTING
FACILITIES



"Principal" means the type of lighting facilities used in most of the rooms in the dwelling. For example, a farmer may light his barn and one room of his house by electricity. If several other rooms are lighted by kerosene lamps, the dwelling should be reported under "Gas, Kerosene Lamps, etc."

"Electricity (power line source)" refers to cases where the electric lighting for the dwelling is conveyed by transmission lines from a central generating source which serves the community. This is the method of lighting used in the great majority of urban homes.

51. How to Complete Each Question — continued

	<p>"Electricity (home generated source)" covers all cases where the dwelling is lighted by electricity generated on the property by a wind charger, Delco plant, etc.</p>
16. REFRIGERATION FACILITIES	<p>"Other" includes devices or methods such as a spring house, cooler, well cooler used to refrigerate food, or an ice house with storage space for perishable food.</p> <p>If the only source of refrigeration is a window box in winter, a root cellar, open spring, or basement, mark the oval "None".</p>
17. PRINCIPAL COOKING FACILITIES	<p>This question refers to the type of range or stove on which the household does most of its cooking. Where more than one type of facility is used or where different ones are used in different seasons, it is a matter for the respondent to decide which is the principal one.</p> <p>Small grills and burners, cookers, fireplaces, etc., as well as dwellings with no cooking facilities, such as may be found in apartment hotels, will be entered under "Other".</p>
18. PRINCIPAL HEATING EQUIPMENT	<p>Mark only one oval in Question 18. Where more than one type of heating equipment is used, the Enumerator must accept the statement of the respondent.</p> <p>"Central Heating Plant" refers to a central source which supplies heat to a community of homes. In such cases, heat is provided and paid for as a public utility in much the same way as electric power or gas. This should not be confused with the common method of heating apartments, where a furnace located in the basement heats all the dwellings in the structure. In this case the heating equipment for the different dwellings in the apartment house would be classified as "Steam or Hot Water Furnace" or "Hot Air Furnace" as the case may be.</p> <p>Gas radiants, electric grates, fireplaces, etc., would be classified as "Other" if these are the main source of heat.</p>
19. PRINCIPAL HEATING FUEL	<p>Be careful to mark <i>only one oval</i> in this question. The <i>chief fuel</i> used in the <i>principal heating equipment</i> will be entered. For example, furnaces frequently burn coal during the winter months and wood in the early fall or spring. The correct entry in such cases would be "Coal".</p> <p>"Gas" includes both utility gas (that is, gas piped into the dwelling from mains leading from a central system), and bottled gas. It does not include gasoline.</p>
20-22 SUPPLEMENTARY HEATING FACILITIES	<p>Be sure to ask Question 20. This question refers to equipment installed for heating a portion of a dwelling or equipment used to supplement the main heating unit during certain seasons of the year. Cookstoves, ovens, electric grills, etc., do provide some heat, of course, but should not be recorded as supplementary heating equipment unless used ex-</p>

51. How to Complete Each Question — continued



pressly for that purpose. Similarly do not count as heating equipment something that is used very rarely for heating, e.g., a fireplace that is operated perhaps once or twice a year.

Questions 21 and 22 are to be answered for every "Yes" entry in Question 20. The entry in Question 22 must indicate the main fuel used in the heating unit reported under Question 21.

23. LIVING CONVENIENCES



This is the only column on the Housing document for which more than one oval may be marked. The number of ovals marked will depend upon the number of listed conveniences which the household possesses. Be sure to mark the oval "None of Above" if the household possesses none of the listed living conveniences.

When enumerating a household which contains a lodging family be sure to consider the living conveniences of this family as well as those of the primary family.

If occupants of this dwelling were enumerated on Forms 2A, record only the living conveniences of the permanent or usual residents.

Conveniences such as washing machines or telephones provided for the common use of tenants in a multiple dwelling structure, must be credited only to the owner in the case of washing machines (or to the subscriber in the case of telephones), if he lives in the building. If the owner or subscriber does not live in the structure do not record these living conveniences.

Do not report car radios.

24. TENURE

Ask Question 24 in this way: *"Is this home owned or rented by the head of this household or a member of his immediate family?"*

Note that the answer to Question 24 determines which, if any, of the remaining questions on the Housing document are to be asked. Mark "Owner (Farm)" or "Tenant (Farm)" if the entry for Question 8 on the Population documents for the members of this household was "Yes". If either of these ovals is marked, no further questions on the Housing document are to be asked.

To be considered as owned it is not necessary that the home be fully paid for; it will be considered as owned even if there is a mortgage or other encumbrances.

Households in which the head is provided with free living quarters, whether or not in return for services rendered, are counted as tenants.

25 - 27 MONTHLY RENT

Questions 25 - 27 are to be asked only if the second oval — "Tenant (non-farm)" is marked in Question 24.

Ask Question 25 in this way: *"What amount of cash rent was paid or is to be paid for this dwelling for the month of MAY, 1951?"*

51. How to Complete Each Question — concluded



The cash rent actually paid or payable should be reported regardless of whether it includes furniture, fuel, electricity, water or private garage. However, only rental paid for the dwelling and household facilities is to be entered. If a combined rental is paid for both a dwelling and business premises, deduct the estimated rental value of the store or business premises from the total rent paid. Where two or more families or individuals living in the same dwelling pay rent separately to the landlord of that dwelling, calculate the total payment made by all and mark the appropriate oval.

Note that the rent groups are in even dollars. If the rent paid involves a fraction of a dollar, report it to the nearest dollar. Note, also, that provision is made in the top oval for households which are provided with rent-free living quarters.

In Question 27 partly furnished dwellings will be marked "Yes".

28. MORTGAGES

Question 28 will be asked, and an entry made, for each owner-occupied non-farm dwelling, (i.e., for every dwelling having an entry in the first oval of Question 24).

If any mortgage, or unredeemed portion of a mortgage, remains against the dwelling, the middle oval should be marked. If, however, there is also a second mortgage outstanding, the bottom oval is to be marked.

A dwelling will be considered mortgaged if there are debts secured by mortgages, agreements for sale, deeds of trust, judgments or any other legal instrument which partakes of the nature of a mortgage on the dwelling. Debts secured by liens on furniture, etc., are not to be considered as a mortgage on the dwelling.

Live Stock and Greenhouses Elsewhere Than on Farms

(Form 7)

52. When to Use Form 7

Entries must be made on this schedule whenever live stock, live stock products or greenhouses are reported on—

- Plots under 1 acre
- Other plots under 3 acres if the agricultural production in 1950 was less than \$250.

You must inquire of every household not living on a farm (particularly in cities, towns and villages) whether they have any of the items listed on this schedule.



53. Area of Plot (Column 1)

Report the area to the nearest tenth acre. If less than one-tenth acre, report one-tenth acre. Under no circumstances must entries be made on this schedule for plots of 3 acres or more.

54. Horses, Cattle, Poultry, Goats, and Swine

Enumerate these classes of live stock on this location, regardless of ownership.

55. Bees

Enumerate in Column 13 the number of hives of bees owned by the person enumerated regardless of where the hives are located. They may be kept on some other person's farm or property. Honey produced by bees owned in 1950 must be reported in Column 14.



56. Cattle, Poultry, and Swine Sold Alive or Slaughtered for Sale in 1950

Do not include animals sold by drovers or live stock dealers unless such animals or poultry were kept for some time and fattened for re-sale. Exclude also animals slaughtered for sale immediately after purchase.

57. Cows' Milk, Butter, Eggs, and Goats' Milk Produced in 1950

Report only the products of this plot and do not include quantities purchased for re-sale.

**Commercial Fishermen
(Form 9)**

58. Definition of "Commercial Fisherman"

A commercial fisherman is a person engaged in catching or carrying fish, who earned wages, sold fish or shared in the catch.



59. Whom to Enumerate on Form 9

Enumerate any commercial fisherman who, during the year June 1, 1950, to May 31, 1951, either:

- (a) spent 15 or more days fishing;
or
- (b) earned \$100 or more by fishing.

60. Detailed Instructions

Detailed instructions for completing the List of Commercial Fishermen (Form 9) will be found on the inside of the cover of the folio.

**Census of Distribution
(Form 10)**

61. Retail Establishment

A retail establishment is one which sells merchandise at retail prices to the public.



62. Wholesale Establishment

A wholesale establishment is a "middle man" or intermediary firm which distributes merchandise between:

- (a) the manufacturing plant or primary producer; and
- (b) the retailer or industrial, commercial, professional, or other large user.

63. Service Establishment

A service establishment is one which provides some form of service directly to the general public.

64. Detailed Instructions

Detailed instructions, including partial lists of establishments, for completing the Census of Distribution folio (Form 10) will be found on the inside cover of the folio.

**Enumerator's Accounts
(Forms 16-18)**

65. Description of Rates and Allowances

The schedule of rates and the account forms (listed below) describe the rates and allowances which have been authorized. When completed, the account forms must be handed to the Field Supervisor for approval and submission for payment.

74. Procedure on Return of Supplies

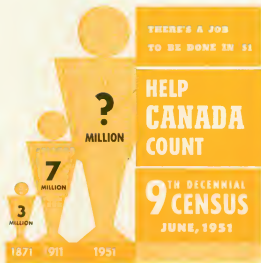
When you have completed the enumeration of your sub-district, enter in the column headed "No. returned", the numbers of the various forms, supplies, etc., you are returning to the Field Supervisor. Be careful not to overlook any item. Where a space in this column has been marked out with several "X" marks, this indicates that the item in question need not be returned. Unused enumeration forms and schedules need not be returned except the Blind and Deaf schedule and Population and Housing documents. *Be sure to return all jackets of documents, whether you have used them in your enumeration or not.* Finally, you must

sign the certification in the lower right section before turning your supplies over to the Field Supervisor.

Progress Report (Form 25)

75. Its Purpose and Use

The Enumerator's Progress report (Form 25) enables Census officials to keep up-to-date on the progress of the field work, and to take immediate action in the event of serious delay in any area. It is your responsibility to complete a card twice weekly and have it in the hands of your Field Supervisor every *Wednesday* and *Saturday* from June 1st until your enumeration is completed.



66. Account Forms

Details of claims must be entered on the appropriate account forms listed below:

Form 16 — Enumerator's Account for Enumeration

Form 17 — Enumerator's Account for Enumeration (Special Areas)

Form 18 — Statement of Expenses for Enumeration (Special Areas)

"Special Areas" are regions of sparse population remote from settlement and deficient in means of communication.

67. Accounts to be in Triplicate

Three copies of each form must be completed and signed by you. The white and pink copies must be submitted to the Field Supervisor. The green copy is yours.

68. Travelling Expenses

The allowances for travelling expenses are fixed by an Order of the Governor General in Council and are *payable only* when in accordance with the Government's General Travel regulations.

Charges for accommodation, meals, special means of transportation (such as boat hire, etc.), must be reasonable and in line with the prevailing rates for the area.

All accounts are subject to audit by the Comptroller of the Treasury prior to approval for payment.

69. Receipts are Required

Where travelling expenses are *permitted under the regulations* in certain special areas, receipts must be obtained for hotel or other lodgings (including railway or steamship berths), and all other expenditures of \$2.00 and up. Receipts are not required for meals, rail or bus fares, but the details must be entered on the Statement of Expenses (Form 18).

Receipts must be attached to the white copy of the account.

Receipts must show the place of payment, the date and details of the expenditure, and

the signature of the person to whom the payment was made.

The regular form of receipt provided by the hotel, person, etc., supplying the service must be used.

Receipts for lodgings must show the number of days and the rate per day.

70. Special Authority Required for Unusual Expenditures

The written authority of the Dominion Statistician must be obtained for all unusual expenditures, such as hire of boats, employment of guides, etc.

Application for such authority must be made to your Field Supervisor.

71. Correct Accounts Prevent Delay in Payment

Consult your Field Supervisor if you have any questions about your account.

This will prevent unnecessary delay in payment.

Transmittal Form (Form 29)

72. Purpose of This Form

The Transmittal Form contains a list of all supplies required to carry out the enumeration of your sub-district. Its purpose is to provide a check list of the supplies you receive to carry out this assignment, and the supplies you return when the enumeration is completed.

73. Procedure on Receipt of Supplies

When you receive the supplies for your sub-district, you must ensure that they agree with the numbers entered in the column headed "No. issued". Be sure to consult your Field Supervisor if there is any discrepancy. When you are satisfied that you have the required numbers of each item, sign the certification in the lower left section of the page. The Field Supervisor will sign below your signature.

AGRICULTURE

76. When to Complete a General Farm Schedule

A General Farm schedule must be completed for all holdings *carrying on agricultural operations* if the holding is:

- (1) three acres or more in size, or
- (2) from one to three acres in size if the agricultural production in 1950 was valued at \$250 or more.

The holding (farm) may consist of a single tract or of a number of separate tracts held under different tenures.



Agricultural operations include any one or combination of the following:—

- (1) Crop production — field crops, vegetables, fruits, greenhouse and nursery products, and seeds.
- (2) Live stock raising — horses, cattle, sheep, swine and poultry.
- (3) Rental of pasture for live stock grazing.
- (4) Production of animal products — dairy products, wool and eggs.
- (5) Bee-keeping.
- (6) Production of maple products — syrup and sugar.
- (7) Forest products cut on farms.
- (8) Raising of fur-bearing animals.

77. You Complete the General Farm Schedule

- (1) *When the whole farm is in your sub-district*

You complete a schedule whether the farm operator lives on the farm or not.

- (2) *When the farm is partly in your sub-district and partly in others*

You complete the schedule if the farm dwelling or headquarters is in your sub-district. You must enumerate on the one schedule those parts of the same farm located in other sub-districts as well as those in your own.

- (3) *Doubtful cases*

You complete a schedule and give a full description of the special circumstances in the "Remarks" section, and bring it to the attention of your Field Supervisor. (See Sec. 93, Page 82, for example.)

78. Maps

Enumerators in the Prairie Provinces must refer to the General Instructions (Sec. 95, Page 82.) for details on how to complete a map of their sub-districts.

79. Farm Schedule Number

Each General Farm schedule (Form 6) must be numbered in the space provided in the upper left-hand corner of the schedule in the order in which the farms lie on your route (with the exception described in Sec. 14, Page 19). Do not confuse this number with the number appearing on the Visitation Record and on the Population and Housing documents.

80. How to Determine Who is the Farm Operator

- (1) The General Farm schedule is to be completed in the name of the person responsible for the day-to-day operations of the farm, whether he is operating it as an owner, tenant or hired manager.

- (2) In the case of farms operated by institutions, schools, firms, etc., write the name of the institution, firm, etc., along the top of the schedule. Report as farm operator the farm manager or the executive officer of the institution, firm, etc.
- (3) *Do not* list more than one farm operator for each farm enumerated. If the farm is operated by a *partnership*, consider one partner to be the farm operator.
- (4) *Do not* fill out a separate schedule for members of the family or other persons living on a farm *unless* that member operates a tract of land entirely independent and *separate* from the home farm.

81. Location and Area of Farm

Report on the schedule *all* the land operated by this farm operator, including the land he owns, rents or leases from others, or manages for others. Exclude land owned by this operator but rented to someone else. Report all land operated by this operator whether in your sub-district or in another one.

82. When to Ask the Sample Questions

Questions 167 to 191 inclusive are to be asked only at every fifth farm, and are referred to as the Sample Questions.

The Farm Schedule Number (*not* the household or dwelling number) determines the farms at which the Sample Questions are to be asked. These Sample Questions will be first enumerated on Farm Schedule 2 and then on every *fifth* farm thereafter (7, 12, 17, 22, 27, etc.), that is, every farm with the Farm Schedule Number ending in 2 or 7.



83. Plan of Visitation

It is very important that the *schedules be numbered in the order in which the farms lie on your route*. Therefore you must make a plan for visiting all the farms in your sub-district in regular order, and submit it to your Field Supervisor. Such a plan not only is an important factor in getting complete coverage, but is absolutely essential to the success of the agriculture sample. A plan of visitation need not be elaborate. It merely requires that you commence your enumeration at some convenient point in your sub-district and visit the farms in the order of your pre-arranged route.

In general, the route will start at one corner of the sub-district and go back and forth along the roads in such a way that all of it is covered without excessive travel.

The order along the route of enumeration determines the General Farm Schedule Number for each farm in your area. If you come to a farm on the route and for some reason cannot enumerate it immediately, give it the next number in order, and obtain the agricultural information at some later time. *You must not number farms otherwise than in the order in which they lie on your pre-arranged route*, except as provided for in the following paragraph.

If, after your plan is made out, your enumeration will be speeded by covering a part of the route (say that near your home) earlier than it would be reached by following the plan, you may number this part before it is reached on the plan, *provided* that when you break the order of numbering you assign the numbers in groups of *five* to the farms that lie consecutively on your route. (See Chart, Sec. 14, Page 21).

84. Important Points in Filling Out Agriculture Schedules

- (1) Report values to the nearest dollar, omitting cents.

\$5750.00

- (2) Report areas to the nearest whole acre *except* where provision has been made on the schedule to report certain crops to the nearest tenth acre. (Example: Question 30 on the General Farm schedule).
- (3) Where no entries are necessary, leave space blank. DO NOT fill in dashes or zeros.
- (4) If a mistake is made, draw a neat line through the entry in error and rewrite

the new figure within the proper space. Do not use an eraser or ink eradicator. If a square has been checked in error, circle the incorrectly marked square and put an "X" in the correct one.

- (5) Report the production of the various products in the units asked for on the schedule. Conversion tables will be found in Appendix C.
- (6) All information written into the schedule must be obtained by questioning the farmer or other person supplying the information, and must not be based on the Enumerator's own views or opinions.



- (7) Do not use the "mark sense" pen for Agriculture schedules.

85. Enumerating Farms Receiving a Mailed Schedule

Many farm operators will have received an advance copy of the General Farm schedule by mail. The following are the situations you may encounter:

<i>Farm Operator has:</i>	<i>Enumerator must:</i>
1. Completely filled out the schedule	Carefully check schedule <i>while on the farm</i> (See Page 100 for checks).
2. Partially filled out the schedule	Complete schedule and carefully check every section.
3. Not made any entries on schedule, lost advance schedule, did not receive advance schedule, etc.	Complete schedule and carefully check every section.

The General Farm schedule must be completed accurately and legibly in ink. If the farmer has made entries in pencil on the "Advance Schedule" or if the entries are not clearly legible, you must make a new and readable copy in ink. Your Field Supervisor will not accept schedules with pencil entries or schedules on which the entries are not legible.

16. Summary of What to Enumerate for Certain Questions

The questions on the General Farm schedule always relate to all the land operated by the farmer on June 1, 1951.

FIELD CROPS (Questions 10-43)	Area and production of crops harvested in 1950, and area for harvest in 1951.
VEGETABLES, SMALL FRUITS, GREENHOUSE AND NURSERY PRODUCTS (Questions 47-63 and 72-82)	Areas 1951 and value of production 1950 for farms reporting these crops <i>grown mainly for sale</i> .
TREE FRUITS (Questions 64-71)	Area, number of trees 1951, and value of production 1950 on farms with <i>25 or more fruit trees</i> .
WOODLAND (Question 87)	Farm woodlots and windbreaks, but <i>not</i> woodland areas leased or under permit solely for the cutting of forest products.
FARM MACHINERY AND EQUIPMENT (Question 94)	Include in your enumeration all farm machinery and equipment irrespective of ownership.
HORSES, CATTLE, SWINE, SHEEP, POULTRY AND GOATS (Questions 100-130, 136)	Enumerate on farm where located, regardless of ownership (<i>except</i> Community Pastures. See Sec. 99, Page 84.)
BEEES (Question 134)	Enumerate only hives of bees <i>owned</i> by the farm operator, regardless of where they are located.
FOREST PRODUCTS (Questions 150-158)	Enumerate all forest products cut and sold in 1950, regardless of whether cut by this farm operator or someone else.
MAPLE PRODUCTS (Questions 159-163)	Enumerate all maple products produced in 1951, whether by this operator or someone else.
SALES	Enumerate sales made in the year 1950 (<i>except</i> maple products).
TAXES (Question 167)	Enumerate only for buildings and land <i>now operated by the owner</i> .
MORTGAGES AND AGREEMENTS FOR SALE (Questions 189 and 190)	Enumerate for farm property <i>owned</i> by the operator, whether farmed by him or rented to someone else.

GENERAL FARM SCHEDULE — (Form 6)

The Enumeration of Farms in Your Area

87. Definition of "Farm"

You must complete a General Farm schedule for all farms. For Census purposes, a farm is defined as a holding *on which agricultural operations* are carried out. It may consist of a single tract of land or of a number of separate tracts and must be

- (1) three acres or more in size
- or
- (2) from one to three acres in size and with the agricultural production in 1950 valued at \$250 or more.

Agricultural operations include any one or combination of the following:—

- (1) Crop production — field crops, vegetables, fruits, greenhouse and nursery products, and seeds.



- (2) Live stock raising — horses, cattle, sheep, swine and poultry.
- (3) Rental of pasture for live stock grazing.
- (4) Production of animal products — dairy products, wool and eggs.
- (5) Bee keeping.
- (6) Production of maple products — syrup and sugar.
- (7) Forest products cut on farms.
- (8) Raising of fur-bearing animals.

88. Wood Areas

Wood areas leased or under permit solely for the cutting of forest products are not to be enumerated. You will, of course, include farm woodlots that are *part of the farm*.

89. Farms Operated in 1950, but Idle in 1951

The information for 1950 must be reported

on a General Farm schedule and the circumstances explained in the "Remarks" section. In such cases it will be necessary for you to obtain the information for 1950 as best you can from a neighbouring farmer or some other reliable person.



90. Farm Operator

- (1) The General Farm schedule is to be completed in the name of the person responsible for the day-to-day operations of this farm, whether he is operating it as an owner, tenant or hired manager. If possible, you should get the information from him. He may do all the work himself or he may have other members of his family or hired workers helping him.
- (2) In the case of farms operated by institutions, schools, firms, etc., write the name of the institution, firm, etc., along the top of the schedule. Report as farm operator the farm manager or the executive officer of the institution, firm, etc.
- (3) Do not list more than one farm operator for each farm enumerated. If the farm is operated by a *partnership*, consider one partner to be the farm operator.
- (4) Do *not* fill out a separate schedule for members of the family or other persons living on a farm *unless* each operates a tract of land entirely *independent* and separate from the home farm. Where members of the operator's family or other persons living on the farm grow small areas of crops or keep live stock or both, which are not separate from the home farm, such operations must be reported on the schedule of the farm operator.

91. Change of Farm Operator

In instances where the operator of the farm on June 1 is not the person who operated the farm in 1950, you will obtain from the present operator as accurate a record as possible of the crop acreage, production, sales, etc., of *this* farm for the year 1950. Do not report crops harvested or sold in 1950 by the present farm operator on some other farm.

92. You Complete the General Farm Schedule

(1) *When the whole farm is in your sub-district*

You complete a schedule whether the farm operator lives on the farm or not.



(2) *When the farm is partly in your sub-district and partly in others*

You complete the schedule if the farm dwelling or headquarters is in your sub-district. You must enumerate on the one schedule those parts of the same farm located in other sub-districts as well as those in your own.

(3) *Doubtful cases*

You complete a schedule and give a full description of the special circumstances in the "Remarks" section, and bring it to the attention of your Field Supervisor. (See Sec. 93 for example).

93. Non-Resident Farms

You may occasionally find farms on which no one is living but for which a General

Farm schedule is required. If you find out that the operator does not live on a farm, and the farm lies wholly within your sub-district, you must complete a schedule. If the farm lies partly in your sub-district and partly in another, and the person in charge does not live on the farm (either on the part in your sub-district or in the other sub-district), you must complete a General Farm schedule for the *complete* farm and explain fully in the "Remarks" section of the schedule. You must advise your Field Supervisor of the situation so that he will make certain that the land is not included twice. If you are in doubt as to whether the land will be reported by another Enumerator, complete a General Farm schedule for the holding and give a full explanation in the "Remarks" section. You must bring these doubtful cases to the attention of your Field Supervisor so that he will make certain that the land is not enumerated twice.

94. Source of Information

You will obtain information about a farm from the farm operator whenever possible. If it must be obtained from another person, select preferably a reliable and competent member of the operator's household.

In the case of non-resident farms where you complete a General Farm schedule but the farm operator lives outside your sub-district, secure the information from a neighbour or from some other reliable source.

95. The Use of Maps (Manitoba, Saskatchewan and Alberta only)

(a) *General*

The Enumerator of agricultural areas in the Prairie Provinces must account for every parcel of land on the map of his sub-district (see diagram). Each quarter section or part of a quarter section must be clearly marked as to whether it is farm land or non-farm land. The completed map must be returned with the rest of the documents.

(b) *Farm areas covered by a General Farm schedule made out by this Enumerator*

The Farm Schedule Number must be entered on the map for every quarter section or part of a quarter section enumerated. In cases where the farm area is so small that the Farm Schedule Number cannot be entered in the proper location on the map, the Farm Schedule Number may be entered in the margin and an arrow drawn to the exact location of the land on the map.

- (c) *Farm areas covered by a General Farm schedule made out by the Enumerator in another sub-district*

Some of the farm land lying within your sub-district may be enumerated by the

Enumerator in another sub-district. This will occur where the farm headquarters is located in another sub-district. When you come across a case of this kind and are certain that this land will be included on the farm schedule of a farm operator, in another sub-district, you will mark an "O" on your map for these parcels of land.

- (d) *Non-farm areas, abandoned or idle land*
Areas such as lakes, large rivers, forests, coulees, abandoned or idle land (not part of occupied farms) must be accounted for on the map by an "X" marked in each parcel of such area.

Specimen Map of Sub-district in the Prairie Provinces

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The Enumeration of Certain Types of Farms

96. Indian Reservations and Allotted Indian Lands

- (1) Where land has been allotted to individual Indians, a separate schedule will be completed for each holding in the same manner as ordinary holdings are enumerated. Such land will be reported on Form 6 as owned. The word "allotted" can be taken simply to mean the acreage designated as the place of agricultural activity of the individual Indian.



- (2) Any agricultural land belonging to an Indian reservation but neither allotted to individual Indians nor leased to a corporation or individual, constitutes a single farm. Report the Indian Agent or farm manager as operator. Include on this schedule any live stock belonging to a reservation as a whole, or live stock belonging to members of the reservation who have no allotted land. Do not include the acreage of wild land not utilized for agricultural purposes.

97. Institutional Farms

If the land forming part of an institution, such as a school, penitentiary, hospital, etc., is used for the growing of vegetables or fruits, or for the carrying on of other agricultural operations, and requires the completion of a General Farm schedule, report only the area and value of land and the value of buildings actually used for agricultural purposes. Do not include the value of buildings used for housing of inmates or for housing students. The name of the manager of the farm or the executive officer of the institution is to be reported as the farm operator. Write the name of the institution at the top of the schedule. If it is necessary



to report as farm operator a person, such as the executive of the institution, then you may leave blank Question 5 "How long have you operated this farm?" Such circumstances should be explained in the "Remarks" section of the schedule.

Products of the farm used by the institution must be considered as sold and an estimate of their value entered in the proper section on farm revenues.

98. Co-operative Farms or Colonies

If a number of persons are operating a farm as a co-operative enterprise or colony, report the complete enterprise or colony as one farm. The manager, president, etc., must be reported as the farm operator and the name of the co-operative or colony clearly written at the top of the schedule. Report as hired workers only those persons doing the farm work and receiving regular cash wages.

99. Community Pastures

If the headquarters of a community pasture is located in your sub-district you must complete a farm schedule covering the complete pasture. The manager of the pasture must be given as the farm operator and you must write "Community Pasture" at the top of the schedule. Live stock which is pastured on the Community Pasture for other farm operators must not be enumerated on the schedule for the Community Pasture as they will be enumerated on the farm where they belong.

In the case of Community Pastures operated by P.F.R.A. you must fill in as much information as the manager can supply but you must not have him get information from the Head Office of P.F.R.A. in Regina. Make a note in the "Remarks" section of the schedule of data that can only be secured from Regina.

Organization of the Schedule

100. Know Your Schedule

You must become thoroughly familiar with the arrangement and content of the General Farm schedule which contains 21 subject sections. This will enable you to get the information easily and quickly.

101. Key Questions

In some sections you will find key questions which will require a check mark (X). Read carefully the instructions beside these key questions as they will enable you to skip groups of questions. For example, Question 64 asks "Have you 25 or more fruit trees on this farm?" The note tells you "If 'No', skip to Question *72".

102. Asterisks

Asterisks have been placed to the left of certain question numbers to assist in skipping inquiries when the answer to the key question tells you that they do not apply. For example, in Section III, if the answer to Question 35 is "No" you skip to Question *44 which has an asterisk to the left of the number.

103. Method and Order of Asking Questions

All questions are to be asked as worded and in the order in which they appear. Attempts to change questions while enumerating will probably result in omitting some information.

Some of the questions on the schedule have explanatory notes in brackets. Read the note whenever the question is not understood by the respondent. A good practice is to ask the question; then, while the respondent is thinking about his answer, give the explanation.

104. Office Codes

On the schedule there are small circled numbers (such as in Columns 2 and 3 of Section III) which should be disregarded in your enumeration. They are for purposes of tabulation. Numbers in the columns marked "Office Use" should also be disregarded.

105. General Farm Schedule Number

Each General Farm schedule must be numbered in the space provided in the upper left hand corner of the schedule in the order in which the farms lie on your route with the one exception described in Sec. 83 Page 78. This number *must not* be confused with the household or dwelling number appearing on the Visitation Record, and on the Population and Housing documents.

106. Agriculture Sample

Questions 167 to 191 are *sample questions* and are to be asked only at every fifth farm.

The sample questions will be first enumerated on Farm Schedule Number 2 and then on every *fifth* farm thereafter (7, 12, 17, 22, etc.), that is, every farm with the Farm Schedule Number ending in 2 or 7. (See Sec. 14, Page 19, for Plan of Visitation).



107. Remarks

At the end of the schedule a space has been provided for "Remarks". This space is to be used for explaining unusual situations.

108. Enumerator's Record

Always complete the Enumerator's Record which appears at the end of the schedule. Make certain that you always mark whether or not the farm enumerated is in the agriculture sample and whether the operator received and completed the advance copy of the schedule. After you have reviewed the schedule, sign your name.

Value of Products Sold

109. Sales

Include in the value of sales everything produced and sold from the farm (described in Question 6) whether received by the farm operator or some other person.

A landlord's share of crops and live stock sold are to be considered as sales from the operator's farm. Do not include on the landlord's schedule sales of products received from land rented to others. Such sales must be reported on the schedule for the rented farm.

Include all sales which occur in the *calendar year 1950* except maple products which relate to the year 1951. Include all sales for the year even though they were made at different times throughout the year.



110. Products Traded or Exchanged

Products such as butter and eggs traded for groceries must be included in the value of sales. Products exchanged for services must be considered as sold, even though there was no receipt of money. Such products must be valued at prices prevailing in 1950.

111. Sales on Institutional Farms

Products of an institutional farm used by the institution must be considered as sold and an estimate of their value entered in one of the sections relating to "Sales", and *not* in Section XXI, "Value of Products Used on This Farm".

112. Use of Account Books and Income Tax Forms

If the farmer keeps books, you will find these of great value in getting information on farm sales.

You may find that he has a copy of his 1950 Income Tax form which will give you the desired information. However, when referring to Income Tax forms, you must be very careful to get the total sales for the complete farm and not just the receipts of the farm operator himself. On some farms, more than one family shares in the farm business. Income Tax statements are prepared for an individual person and you must report on the schedule the sales values for *all* farm products sold in 1950, regardless of who may have shared in the receipts.

Sales of products purchased for *immediate re-sale* are included in the tax statement, but should not be reported as sales on the Agriculture schedule.

113. Crop Insurance and Government Payments

Payments received in 1950 for hail damage, crop failure, etc., from insurance organizations or P.F.A.A. must be reported as crop sales in Questions 44, 45 or 46.

114. Crop Participation Payments


All crop participation payments received in 1950 must be included with the crop sales.


115. Basis for Sales Values


Make sure that the value of sales is the value received at the farm or local market.

Instructions For Specific Questions

SECTION I	FARM OPERATOR
116. NAME OF OPERATOR (Question 1)	The name of the person in charge of operations of the farm must be reported under this inquiry, whether he is the owner, a tenant farmer, or a farm manager. If the farm belongs to an institution, report the hired farm manager or executive officer of the institution as the operator. In the case of a partnership, report one partner as the farm operator. Do not list more than one farm operator for each farm enumerated. (See Sec. 90, Page 81).

<p>117. POST OFFICE ADDRESS (Question 2)</p>	<p>Give the mailing address of the person in charge, not the location of the land.</p>
<p>118. DOES THE OPERATOR LIVE ON THIS FARM? (Question 3)</p>	<p>This inquiry refers to residence on the farm described in Question 6.</p>
<p>119. HOW LONG HAVE YOU OPERATED THIS FARM? (Question 5)</p>	<p>Report only the number of years that the farm operator was directly responsible for the operation of this particular farm or any part of it.</p>
<p>SECTION II</p>	<p>LOCATION, AREA, TENURE AND VALUE</p>
<p>120. LOCATION OF FARM (Question 6)</p> 	<p>It is important that you describe the complete farm, filling in the section, quarter, township, range and meridian in the Prairie Provinces and the range or concession and lot number, where applicable, in other provinces. In the Prairie Provinces list each section or quarter separately. Include all land operated by this farmer in this or other sub-districts, whether owned, rented or leased from others, or managed. Report the area, tenure and municipality for each parcel separately. If more lines are needed to give the location of a farm, write it on a separate slip of paper and pin it to the schedule.</p> <p>It is important that these land descriptions be <i>accurate</i>. If the operator is not certain, have him check with a recent tax notice or some other source.</p> <p>The tenure of the parcel may be designated as follows: "O" for owned, "R" for rented or leased, and "M" for managed.</p> <p>The municipality, township or parish must be entered for each parcel of land. The term parish refers to a governmental and not to a religious unit of organization.</p>
<p>121. TOTAL AREA (Question 7)</p>	<p>The area reported in this question is the total area operated by this farmer and will be the total area of the parcels of land reported in Question 6 (Col. 5 in the Prairie Provinces and Col. 3 for the rest of Canada). It must include all lands operated, whether owned, rented or leased from others, or managed, whether located in your sub-district or elsewhere. <i>Do not include land owned by this farm operator but rented to someone else</i>, as it will be included with the land operated by another farmer. Large areas of timber land or other non-agricultural land held by a farm operator, but conducted apart from the farm business, must not be included.</p>

<p>122. AREA OWNED (Question 8 (a))</p>	<p>Report as owned the land that the operator or his wife holds under title, homestead law, purchase contract, or as an heir or as a trustee of any individual estate, or which is more or less permanently occupied by a squatter, whether it is used for crops, pasture, etc. The land may be in more than one tract.</p>
<p>123. AREA RENTED OR LEASED FROM OTHERS (Question 8 (b))</p>	<p>Include the area rented from others on a cash or fixed kind basis and the area rented on a share basis. Also, include in this question land used rent free.</p>
<p>124. AREA OPERATED FOR OTHERS AS A HIRED MANAGER (Question 8 (c))</p>	<p>A hired manager is one who is paid to operate a farm for a person, firm, corporation, or institution. If he manages farm land for someone else in addition to operating his own farm, all this land that he operates, including the managed portion, must be enumerated on one schedule.</p> <p>Caretakers and hired labourers must not be confused with managers. A hired manager is responsible for farming operations and makes day-to-day decisions. Where a caretaker has the use of the land in payment, or partial payment, for his services, it will be considered as rented.</p>
<p>125. VALUE OF LAND AND BUILDINGS (Question 9)</p> 	<p>There must be a value given for every farm enumerated. The value reported will be the amount for which the farm would sell if there were a willing buyer and a willing seller, and not a forced sale. Do <i>not</i> report the original value, the replacement value, or the assessed value, unless it conforms with the market value.</p> <p>For institutional farms, report only the value of the land and buildings which are used directly for agricultural purposes.</p>
<p>SECTION III</p>	<p>FIELD CROPS</p>
<p>126. GENERAL INSTRUCTIONS</p>	<p>Study carefully the list of crops printed on the schedule in order that you may be sufficiently familiar with them to avoid omitting or duplicating any crop.</p>
<p>127. CROP AREAS SOWN OR TO BE SOWN FOR HARVEST IN 1951 (Column 1)</p>	<p>Report the total area of the different crops for harvest in 1951, whether already planted at the date of the Census or intended to be planted later.</p>

128. CROP AREAS HARVESTED IN 1950 (Column 2)	Report in this column the total number of acres of each crop harvested on this farm <i>in 1950</i> .
129. CROP PRODUCTION IN 1950 (Column 3)	Report in Column 3 the total production from the acreage harvested in 1950. Be sure that the entries made are in the units given on the schedule. Whenever there is an entry in Column 2, there must be an entry in Column 3.
130. CROPS GO WITH THE FARM 	Report the area and production of crops harvested in 1950 from the farm described in Question 6, regardless of who grew them. The person who grew the crops in 1950 may have quit farming or he may have moved to another farm. Relate the 1950 area of crops to the farm and not necessarily to the person who grew them.
131. REPORT FRACTIONS OF ACRES IN TENTHS	Provision has been made on the schedule to report certain crops to the nearest tenth acre. <i>These questions are the only places where fractions of an acre are to be reported.</i> For all other questions on area report to the nearest acre.
132. NURSE CROPS	When nurse crops are grown as, for example, where alfalfa is seeded with oats, report only the area of oats harvested. Do not duplicate this area by reporting the same acreage under alfalfa.
133. FALL SOWN CROPS	Report in Columns 2 and 3 of Section III the area and production of crops harvested in 1950 but sown in the summer or fall of 1949. Report in Column 1 the area of crops seeded in the summer or fall of 1950 for harvest in 1951.
134. TWO OR MORE CROPS HARVESTED FROM THE SAME LAND	<p>When two or more crops were harvested from the same land in 1950, or it is expected that this will occur in 1951, report the area of all crops.</p> <p>(a) Double crops — If two or more crops are grown in succession on the same land within the same year, the entire acreage must be reported for each crop. This will occur most frequently in the case of vegetables.</p> <p>(b) Other crops harvested in orchards — Where another crop is grown between trees in an orchard, report the acreage of the crop as if it were grown alone. If there are 25 or more fruit trees, report also the total area for each type of fruit tree.</p> <p>(c) Interplanted field crops — When two crops are grown together, as when pumpkins are grown between or in the rows of corn, the total acreage is to be reported under each crop.</p>



- (d) Interplanting of fruit trees — You must convert interplanting of two or more types of fruit trees to the equivalent number of acres, or fractions of an acre, for each type of fruit separately. For example, if there are 2 acres of apple and peach trees planted in alternate rows so that there is one row of apples, one row of peaches and so on, one acre of apples would be reported in Question 66 and one acre of peaches in Question 68.
- (e) Mixed grains — Report grain crops sown and harvested as a mixture in Question 15.
- (f) Mixed hay — A mixture of grasses and clovers or alfalfa must be reported in Question 24.
- (g) More than one cutting of hay crops — In reporting two or more cuttings of hay from the same area of land, the acreage is to be reported but once. The total production of all cuttings is to be reported in Column 3 of Question 24 or 25.

135. UNITS OF MEASURE



The quantity of each crop must be reported in the unit of measure called for on the schedule (grain in bushels; hay, forage crops and sugar beets in tons; potatoes and turnips in hundred weights (cwt.); tobacco and other field crops in pounds). When the quantity harvested is reported in a unit other than that called for, you must convert it to the unit called for on the schedule. Conversion factors will be found in Appendix C.

136. FLAX SEED
(Question 18)

Report in this question only linseed (oil) varieties of flax. Flax of fibre varieties must be reported in Question 34. Some farmers sell the straw of oil varieties of flax for paper making but the area and seed production of this flax must nevertheless be reported in Question 18, and the straw production disregarded in this question. Report sales of flax straw in Question 44.

**137. CORN
SHELLED OR
FOR GRAIN**
(Question 19)



Do not report in this question corn grown for commercial canning or for human consumption (See Question 55). The quantity harvested must be reported in terms of shelled corn. Two bushels of ear corn or husked corn by measure equal approximately one bushel of shelled corn. One bushel of ear corn weighs 70 pounds and one bushel of shelled corn 56 pounds.

**138. PEAS AND
FIELD BEANS**
(Questions 21
and 22)

Do not report in these questions green peas and beans grown for table use, canning or freezing (See Questions 52 and 53).

139. ALL
CULTIVATED
HAY
(EXCEPT
ALFALFA SOWN
ALONE)
(Question 24)

Report all grasses and clovers that are cut for hay either alone or in mixtures or for seed, such as timothy, brome grass, crested wheat grass, sweet clover, etc. Report alfalfa mixtures in Question 24 also, but alfalfa sown alone for hay or seed must be reported in Question 25.

Where two or more cuttings of hay are taken, the acreage is to be reported but once. The total production of all cuttings is to be reported in Column 3 of Question 24 or 25.

140. POTATOES
(Question 30)

Report *all* patches of potatoes, no matter how small, including those grown for *home use*. For patches less than $\frac{1}{10}$ acre report $\frac{1}{10}$ acre.

141. OTHER FIELD
CROPS
(Question 34)



Any other field crop grown on the farm and not specified on the schedule must be included in this question. If the crop is sunflower grown for seed, rape grown for seed, mustard grown for seed, or flax of fibre varieties, put a check mark (X) in the box beside the proper crop and enter the acreage and production in the proper column. If it is some other crop, put a check mark in the box beside "Others". Note that any field roots other than potatoes, sugar beets for sugar, turnips, swedes or mangolds — for instance, carrots for feed — will be recorded in Question 34 with a check mark opposite "Others". Similarly, all seeds of field roots will be recorded in Question 34, with a check mark opposite "Others".

142. SEED
HARVESTED
(Questions 35 to
43 incl.)

The acreage of hay from which seed was harvested must be reported in Question 24 or 25 and the production of seed must be reported in this section. If the hay from which the seed was taken was used as feed, the production of hay will be shown in Column 3 of Question 24 or 25. The seed must be reported on a cleaned basis. If the seed was not cleaned, obtain an estimate of the weight of the seed on a cleaned basis.

SECTION IV

VEGETABLES (MAINLY FOR SALE)


143. VEGETABLES
MAINLY FOR
SALE
(Questions 47 to
63 incl.)




The acreage and value of production apply only to farms growing vegetables mainly for sale, whether on the fresh market, to canners, freezers, dehydrators, or other processors. If vegetables are grown on the farm, but are mainly consumed by the farm household, with possibly a small portion sold, then Question 47 and 49 will be marked "No" and the rest of the section skipped.

If more than one crop of vegetables is to be planted on the same piece of land, then the acreage of each crop must be reported (see Sec. 134 (a), Page 89). If vegetables are planted between rows of trees in an orchard containing 25 or more fruit trees, then the area of the vegetables and the area of the fruit trees must be both reported as if they were grown alone. (See Sec. 134 (b), Page 89).

Vegetables grown on institutional farms and consumed by the members of the institution are considered to be sold (see Sec. 97, Page 84) and the questions in this section will therefore be completed.

<p>144. VEGETABLE SEED</p>	<p>Vegetable seed (except potatoes and turnips) are to be included in Questions 47, 48, 49 and 63. If vegetable seed was produced mainly for sale in 1950, Question 47 will be checked "Yes" and the value of production included in Question 48.</p> <p>If vegetable seed is produced mainly for sale in 1951, Question 49 must be checked "Yes" and the <i>total</i> area for vegetable seed production entered in Question 63, with the word "seed". Do <i>not</i> enter the areas of individual vegetable seed crops in Questions 50 to 62 incl.</p>
<p>SECTION V</p>	<p>FRUITS, GREENHOUSES AND NURSERIES</p>
<p>145. TREE FRUITS (Questions 64 to 71 incl.)</p> 	<p>Question 64 will be asked on all farms, but if there are less than 25 fruit trees on the farm, then Questions 65 to 71 incl. will be skipped. The tables given in Appendix C will be a guide in determining the approximate acreage and the number of trees for each kind. If other crops (such as cultivated hay cut for feed, or vegetables) are grown between the rows of fruit trees, the area of the fruit trees and the areas of the other crops must all be reported as if they were grown alone (See Sec. 134 (b), Page 89).</p> <p>Fruit trees which are <i>definitely</i> abandoned and worthless must not be included.</p>
<p>146. CULTIVATED SMALL FRUITS (GROWN MAINLY FOR SALE) (Questions 72 to 77 incl.)</p>	<p>The acreage and value of production of small fruits apply only to those farms which report these products grown mainly for sale. If these products are grown on the farm, but are mainly consumed by the farm household, with possibly a small portion sold, then Question 72 will be marked "No" and Questions 73 to 77 incl. will be skipped.</p> <p>Report only cultivated fruits and <i>omit</i> wild fruits such as wild blueberries, saskatoons, etc.</p>
<p>147. GREENHOUSE AND NURSERY PRODUCTS, MUSHROOMS (GROWN MAINLY FOR SALE) (Questions 78 to 82 incl.)</p>	<p>These questions refer only to products grown mainly for sale. If they are not grown mainly for sale, Question 78 must be marked "No" and Questions 79 to 82 incl. skipped. Do not include plants started in greenhouses and then transplanted to the field.</p>
<p>SECTION VI</p>	<p>CONDITION OF LAND, JUNE 1, 1951</p>
<p>148. GENERAL INSTRUCTIONS</p>	<p>These questions are designed to find out how the land in the farm is used. Each acre on the farm can be counted only once.</p> <p>The acreages reported in Questions 83 to 86 incl. must be added and</p>

	<p>the total entered in the space provided between Questions 86 and 87.</p> <p>The acreages reported in Questions 83 to 88 incl. must be added and the total entered in the space provided under Question 88. This total must equal the total area of the farm as reported in Question 7.</p>
<p>149. AREA UNDER CROPS (Question 83)</p> 	<p>Include the total acreage which is, or will be, under crop of any kind in 1951. This total will include the 1951 acreage of all field crops (Questions 10-34 inclusive), vegetables grown mainly for sale (Questions 50-63 inclusive), tree fruits (Questions 66-71 inclusive), small fruits grown mainly for sale (Questions 74-77 inclusive), nursery products grown mainly for sale (Question 82), and the area of vegetables, fruits and nursery products grown primarily for home use (which is not enumerated on the schedule).</p> <p>Each acre of the farm must <i>only</i> be counted once. If intercropping or double cropping is practised on the farm (see Sec. 134, Page 89), then the answer to this question will be less than the total of the individual crops. Such cases must be clearly explained in the "Remarks" section of the schedule.</p>
<p>150. AREA OF IMPROVED LAND FOR PASTURE OR GRAZING (Question 84)</p>	<p>Report all land which has been cultivated and seeded to pasture and is used for grazing. Do <i>not</i> include in this question natural prairie or pasture land which must be included in Question 88. Do <i>not</i> include land pastured after hay was cut (this must be included in Question 83).</p>
<p>151. SUMMER FALLOW (Question 85)</p>	<p>Include the total acreage which is tilled or will be tilled as summer fallow in 1951. Cultivated land that is not being tilled and is not under crops, but is lying idle, will be reported in Question 86.</p> <p>Do not include as summer fallow, land that will be ploughed in the summer after a crop, such as hay or fall rye, has been removed. Acreage of this kind must be reported in the crop section. However, if a crop, such as sweet clover or buckwheat, is sown and is to be ploughed under as green manure, the acreage must be reported as summer fallow.</p>
<p>152. AREA OF BARNYARDS, LANES, ROADS AND IDLE CULTIVATED LAND (Question 86)</p>	<p>Report the area of what is sometimes called the farmstead — that is, the farm buildings and barnyards. Sometimes a farmer will leave a piece of cultivated land idle for a year and neither plant crops nor summer fallow it. Such land will be reported in this question. Include also the area of lanes and roads on the holding, and areas of new breaking that have not yet been cropped.</p>
<p>153. WOODLAND (Question 87)</p>	<p>Include all woodland, farm woodlots, land leased for cutting and cutover land with young growth which has, or will have, value as timber or fuelwood.</p>

	<p>The area of trees planted for wind breaks must also be included.</p> <p>Do not include large timber tracts which are run as a separate business from the farm.</p>
154. AREA OF OTHER LAND (Question 88)	Report areas of natural pasture or hay land that have not been cultivated, brush pasture, grazing or waste land, sloughs, marsh, rocky land, etc., that are part of the farm and must be enumerated to give a complete account of the farm acreage.
SECTION VII	IRRIGATION, NEW BREAKING AND FOREST FIRES
155. IRRIGATION (Question 89)	Irrigation is defined as the application of water to the land by artificial means, such as a system of ditches or furrows, sprinklers or similar works. If irrigation is reported in Saskatchewan, Alberta or British Columbia, the Irrigation schedule (Form 8) must also be completed.
156. AREA IRRIGATED IN 1950 (Question 90)	Report each irrigated acre only once, even though it was irrigated more frequently or more than one crop was harvested from it.
157. NEW BREAKING (Question 91)	Report only the area of land which was ploughed for the first time in 1950. Do not report areas of land that were once broken but have been allowed to be idle for a number of years and were re-broken in 1950.
158. FOREST FIRES (Question 92)	Report only the number of fires that actually started in the woodland of this farm during the last 10 years. Do not include fires that started on <i>another</i> farm and burned woodland on this farm. Do not include fires used for purposes of land clearing or brush burning unless this type of fire went out of control so as to burn more woodland than was intended.
159. AREA BURNED BY FOREST FIRES IN LAST 10 YEARS (Question 93)	<p>Report the total area of farm woodland burned by all forest fires, whether or not they originated on this farm. This will mean that an area may be reported as burned in Question 93 even though Question 92 indicates that no forest fires <i>started</i> on this farm in the last ten years. The area might be burned by a fire starting on another farm.</p> <p>If more than one fire has burned the same area within the last ten years, then the area burned by each fire is to be included.</p>



SECTION VIII	FARM MACHINERY AND EQUIPMENT, JUNE 1, 1951
<p>160. NUMBER AND VALUE OF FARM MACHINERY (Question 94)</p>	<p>Do not include old equipment which is no longer used. Farm machinery owned on shares will be included on the farm where it is found on June 1.</p> <p>The value reported for farm machinery will be the amount for which the machinery or equipment would sell if there were a willing buyer and a willing seller, and not a forced sale. Do <i>not</i> report the original value or the replacement value unless it conforms with the market value.</p>
SECTION IX	HIRED WORKERS
<p>161. HIRED WORKERS DURING WEEK ENDING JUNE 2, 1951 (Question 97)</p>	<p>Only persons working on this farm and receiving wages during the week ending June 2, 1951, are to be reported. This will include a hired manager and family workers receiving regular wages. For Census purposes housework is <i>not</i> to be included as farm labour.</p>
SECTION X	PART-TIME WORK
<p>162. THE SALE OF FARM PRODUCTS GREATER THAN THE INCOME FROM ALL OTHER SOURCES IN 1950 (Question 98)</p>	<p>Report whether or not the amount received from the sale of agricultural products of the farm was greater than the income the operator received in 1950 from other sources, except bonds or other types of investments. Other sources include fishing, lumbering, mining, roadwork, carpentry, trucking, etc.</p> <p>Amounts received from crop insurance, hail insurance, Government subsidies, etc., are to be counted as agricultural products sold.</p>
<p>163. DAYS NON-FARM WORK AND FARM WORK OFF THE FARM (Question 99)</p>	<p>Include the total number of days the farm operator worked for wages, commissions, etc., at farm work <i>off</i> the farm, and any non-farm work.</p> <p>Non-farm work would include carpentry, fishing, blacksmithing, working in the woods or on the roads, buying grain or live stock, clerical work, etc. It would include days spent working for the municipality or other organization either for cash or in payment for taxes, etc. It would also include such non-farm work as operating a filling station, grocery store, etc., either on the farm property or elsewhere.</p> <p>Farm work off the farm would include ploughing, threshing, general farm labour, etc., but is to be included only when it is for pay or wages. Exchange work, such as helping a neighbour with threshing or haying, is not to be included.</p>

Do *not* include days of non-farm work or farm work off the farm performed by members of the operator's family.

If the person in charge operated a different farm last year, the questions refer to work off that farm.

SECTION XI

LIVE STOCK AND LIVE STOCK PRODUCTS

164. GENERAL INSTRUCTIONS



Report all domestic animals on this farm, whether they belong to the farm operator, his hired help or members of his family.

Report also animals kept on this farm which are pastured or fed for others. Live stock owned by this farm operator but *pastured on community pastures* are to be reported as if they were on this farm.

Do *not* report on this schedule live stock owned by this operator which are *pastured or kept on another farm or ranch* unless it is a community pasture. Such live stock will be enumerated on the schedule of the farm or ranch where they are being kept.

Breeding animals which are owned jointly by two or more farmers or by government agencies and kept in turn on the various farms shall be reported on the farm where they happen to be located on June 1.

165. COWS AND HEIFERS KEPT MAINLY FOR MILK PURPOSES (Question 106)

Include all animals which are milked or will be milked, regardless of breed. Do not include cows sucked by calves.

166. COWS AND HEIFERS KEPT MAINLY FOR BEEF PURPOSES (Question 107)


Include animals which are kept for beef, calf production or slaughter purposes, regardless of breed. Do not include animals reported in Question 106.

167. SWINE 6 MONTHS AND OVER (Question 114)

Include brood sows and boars.

168. WOOL CLIP (Question 121)

Be sure that it is the weight of unwashed fleece that is recorded. This is essential in order that the figures for all farms may be comparable. There must be some degree of relationship between the number of sheep shorn (Question 120) and the weight of fleeces (Question 121 (a)).

<p>169. HENS EGGS LAID IN MAY, 1951 (Question 131)</p>	<p>Include all hens eggs laid during the month of May, whether sold, hatched or used on the farm.</p>
<p>170. BEES (Question 134)</p>	<p>Report the total number of hives owned by this farm operator, whether kept on this farm or elsewhere. Sometimes you will find that there are hives of bees on the farm which are owned by someone other than the operator; these are not to be enumerated on this farm. Where the owner of the bees has a farm, they must be reported on his farm schedule, but where he does not have a farm, the bees must be reported on Form 7 at the time the owner himself is enumerated.</p>
<p>SECTION XII</p>	<p>DISPOSAL OF LIVE STOCK, 1950</p>
<p>171. DISPOSAL OF LIVE STOCK (Questions 137 to 143 incl.)</p> 	<p>Include all animals sold alive, slaughtered for sale, or slaughtered for home consumption on this farm in 1950, regardless of whether they were owned by the farm operator or by persons not living on the farm. Do not include the transactions of drovers and live stock dealers where the animals are bought and immediately resold. However, in cases where live stock are bought for fattening and a General Farm schedule is required, the sales and consumption must be recorded.</p> <p>If there are any animals reported as sold, there must be corresponding entries in Section XIII.</p>
<p>SECTION XV</p>	<p>MAPLE SYRUP AND SUGAR, 1951</p>
<p>172. MAPLE PRODUCTS ON THIS FARM THIS SPRING (Questions 159 to 163 incl.)</p>	<p>Include syrup and sugar made in 1951 from all trees tapped on this farm, even though by someone other than the farm operator. Include also syrup and sugar made by the operator from trees in the open woods for which no rental was paid.</p>
<p>SECTIONS XVII, XVIII, XIX, XX AND XXI</p>	<p>QUESTIONS TO BE ASKED FOR FARMS IN THE SAMPLE</p>
<p>173. GENERAL INSTRUCTIONS</p>	<p>Ask Questions 167 to 191 incl. only on farms that are in the agricultural sample. Make sure that these questions are completed for every farm where the Farm Schedule Number ends in 2 or 7. (Sec Sec. 82 and 83, Page 78).</p>

SECTION XVII

FARM EXPENDITURES, 1950

174. GENERAL
INSTRUCTIONS

Report all specified expenditures made last year for the farm, whether paid in cash or obtained on credit. For tenant-operated farms, include expenditures for this farm made last year by the landlord as well as those made by the tenant. Do not report expenditures for items not called for on the schedule.

175. TAXES
(Question 167)

Report real estate taxes levied in 1950 on the buildings and land now operated by this owner. Where the farm operator owns one part of the farm and rents another part, he must report taxes only for the part he actually owns and operates. Do not report here taxes on land owned by this operator but farmed by someone else.

Do not include back taxes, income taxes, irrigation taxes, sales taxes, gasoline taxes, etc. If any of the acreage reported as owned in 1951 was not farmed by the present operator in 1950, you must assist the farmer in approximating the tax levy for such acreage in 1950.

176. CUSTOM WORK
(Question 168)

Custom work may be defined as farming operations in which either equipment or equipment plus labour is hired *under contract* by the operator of the farm in question. Activities such as ploughing, new breaking, spraying, threshing, combining, hay baling and trucking may be classed as custom work provided the *equipment* is supplied by other than this farm operator. Where labour only is hired under contract for farm work, such as thinning or topping sugar beets or harvesting fruit, this should be excluded from custom work and included under wages paid to hired farm labour.

Report the amount paid for custom work to other farmers in Question 168 (a) and the amount paid to non-farmers in Question 168 (b). If payment was made in kind, report the cash value.

177. FARM
IMPLEMENTS
AND
MACHINERY
(Question 170)

(a) New or used implements and machinery, excluding automobiles: Include the total cost of new or used implements and machinery. If, for example, a new tractor was bought for \$3,000 and an old one turned in with an allowance of \$500, the expenditure will be entered as \$3,000.

(b) Parts and repairs for all equipment except automobiles: Include amount expended for repair parts such as binder and mower knives, disc plates, etc. Report also repair labour, such as blacksmithing, machine shop and garage labour costs. Report horseshoeing expenses under this question.

SECTION XVIII	RENTED LAND, 1950
178. RENTED LAND (Question 175)	This question refers to land rented or leased from others in 1950 and may therefore be different from the answer given for Question 8 (b) which refers to the land rented as of June 1, 1951.
179. RENT PAID ON A CASH OR FIXED KIND BASIS (Question 177)	If land is rented for a fixed quantity of products (such as a fixed amount of grain, hay, etc.), report the cash value of such products. The amount of rent paid would not vary with the production. If the land was rented free of charge, then you must write "free" in Question 177.
180. RENT PAID ON A SHARE BASIS (Question 178)	If land is rented for a share of the crop or other production ($\frac{1}{4}$ share, $\frac{1}{2}$ share, etc.), report the cash value. In this case, the amount of rent paid would vary with the production.
SECTION XIX	PRODUCTION OF WHOLE MILK IN MAY, 1951
181. GENERAL INSTRUCTIONS	<p>This section deals with the production and disposal of whole milk in May, 1951.</p> <p>You must enter in Column 1 not only the quantity, but in Questions 180, 185 (a) and 185 (b) you <i>must</i> indicate the <i>unit of measure</i> used in reporting the quantity. In the other questions, the quantity must be reported in pounds.</p> <p>You may have difficulty in arriving at the total production of milk as there are few farmers who keep accurate records of this item. Column 2, the milk equivalent column, has been inserted to help you in this task. You must enter in Column 2 the pounds of whole milk that are equivalent to the quantity of cream, butter and cheese that are entered in Column 1. If Column 2 is properly filled in, the sum of the entries of Questions 180 to 185 (Column 2) will equal the total for Question 186. You <i>must</i> make this check.</p> <p>A milk equivalent table has been printed on the schedule in order to assist you in making these conversions.</p> <p>If, for example, the amount of whole milk sold in May (Question 180) is reported in gallons, mark an "X" beside "gallons". In order to report the milk equivalent in Column 2, you may consult the table of milk equivalents which tells you that 1 gallon of milk weighs approximately 10 pounds. In such cases, multiply the gallons of milk reported by 10 and enter the resulting figure in Column 2.</p> <p>Similarly, cream sold in May on a butterfat basis (Question 181 (a)) must be reported in pounds, and, in order to get the milk equivalent, multiply the reported pounds of butterfat by 30 (see milk equivalent table on schedule), and enter the resulting figure, which is the milk equivalent, in Column 2.</p>



SECTION XX	MORTGAGES OR AGREEMENTS FOR SALE, JUNE 1, 1951
182. MORTGAGE OR AGREEMENT FOR SALE ON FARM PROPERTY OWNED (Question 189)	<p>You must obtain information on mortgage and agreements for sale debt only on the farm buildings and land <i>owned by the operator</i>, whether operated by him or rented to someone else and whether or not it is located in your sub-district. Do <i>not</i> ask these questions of tenant farmers or managers.</p> <p>This question refers to all debts secured by mortgages, deeds of trusts, judgments, agreements for sale, and by any other legal instrument which partakes of the nature of a mortgage.</p>
SECTION XXI	VALUE OF PRODUCTS USED ON THIS FARM, 1950
183. VALUE OF PRODUCTS USED ON THE FARM IN 1950 (Question 191)	<p>Space has been provided in this question to break this item into several groups of products in order to assist you in arriving at the total figure. If, however, you find it easier to arrive at a total figure without breaking it into these groups, then you may skip them.</p> <p>In any case, if products of the farm are used by the farm households, you must enter a total figure in the space provided.</p>

Reviewing General Farm Schedules (Form 6)

184. General Instructions

Carefully review each General Farm schedule, section by section, before you leave the farm and before you sign the Enumerator's Record. Entries must be legible and made in ink. Areas must be reported to the nearest whole acre *except* where provision has been made on the schedule to report certain crops to the nearest tenth acre. Dollars only must be entered in all questions on value.

185. Questions Always Requiring an Entry

The following questions must *always* have an entry:—

- (1) Section I — Farm operator. This complete section of the schedule must always be fully answered (See Sec. 97,

Page 84 on Institutional Farms for exception to Question 5).

- (2) Section II — Location, area, tenure and value.
- (3) All "Yes or No" questions — Questions 35, 47, 49, 64, 72, 78, 89, 95, 98, 150, 159, 164, 175, 189, 192, 193.
- (4) Enumerator's Record.

186. Acreage Questions in Sections II, III, IV, V, VI of the Schedule Must Be in Agreement

- (1) Question 7 must agree with the areas of land listed in Question 6.
- (2) The total of the areas given in Question 8 must equal the area given in Question 7.
- (3) The total of the area of field crops for harvest in 1951 (Section III, Column 1), together with the areas given in

Questions 50 to 63, 66 to 71, 74 to 77 and Question 82 must have a close relationship to the area given in Question 83. The difference will be the area of vegetables, fruits, nursery and greenhouse products *grown mainly for home use*. Normally, this difference should not be more than an acre or two. However, if there is intercropping or double cropping (see Sec. 134, Page 89), this will mean that the acreage in Question 83 will be less than the total of the individual entries.

- (4) The total of the areas given in Section VI of the schedule (Questions 83 to 88 inclusive) must *equal* the area given in Question 7.

187. Live Stock Numbers and Wool Clip in Section XI of the Schedule Must Always Be Checked

- (1) Questions 101 to 104 inclusive must equal Question 100.
- (2) Questions 106 to 110 inclusive must equal Question 105.
- (3) Questions 114 and 115 must equal Question 113.
- (4) Questions 117 to 119 inclusive must equal Question 116.
- (5) Questions 121 (b) and 121 (c) must equal Question 121 (a).
- (6) Questions 123 to 126 inclusive must equal Question 122.

188. Live Stock and Live Stock Products Sold in 1950 (Section XIII)

Entries for Questions 144, 146, 147 and 148 must have some degree of relationship to the entries made in Section XII (numbers of these animals sold).

189. Production of Whole Milk in May, 1951 (Section XIX)

The pounds of milk as given in Column 2 of Questions 180 to 185 inclusive must equal the total pounds of milk given in Question 186.

IRRIGATION SCHEDULE (Form 8)

190. Where Used

The Irrigation schedule will only be used in Saskatchewan, Alberta and British Columbia.

191. When Used

This schedule must be filled out when the farm operator answers "Yes" to Question 89 on the General Farm schedule "Have you a crop irrigation system on this farm?" It will be completed *in addition* to the General Farm schedule (Form 6) for farms reporting a crop irrigation system.

192. Definition of Irrigation

Water applied to the land by artificial means, through a system of ditches, furrows, sprinklers or similar works. In some cases the water will be delivered by an organized irrigation district, water users' association, co-operative or other organization, while in other cases the irrigation water will be obtained by means of the farm's own wells, pumps, dams, or reservoirs.

**193. Grains Irrigated in 1950
(Questions 7 to 12 incl.)**

Provision is made on the schedule to report the area of certain grain crops irrigated in 1950. The area of grains irrigated but not listed in the schedule, must be reported in Question 20.

**194. Hay and Pasture Irrigated in 1950
(Questions 13 and 14)**

All cultivated hay land that was irrigated in 1950 and *cut* for fodder must be reported in Question 13. Cultivated, and natural or prairie hay land that was irrigated in 1950 and used for pasture or grazing must be reported in Question 14. Report in Question 20 natural or prairie hay land that was irrigated in 1950 and cut for fodder.

195. Vegetables and Fruits Grown Mainly for Sale (Questions 17, 18, 19)

Report only the irrigated areas of vegetables and fruits grown mainly for sale. You must report the *total* area of vegetables in Question 17, *total* area of tree fruits in Question 18, and *total* area of small fruits in Question 19.

196. Total Area Irrigated in 1950 (Question 21)

Report each irrigated acre only once even though it was irrigated more than once, or more than one crop was harvested from it.

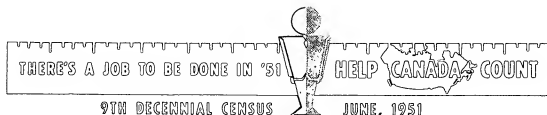
197. Area Irrigated by a Sprinkler System in 1950 (Question 22)

Report the area irrigated in 1950 with water sprayed from sprinklers either from an overhead system or from a system on the surface of the ground.

198. Reviewing the Irrigation Schedule

Each Irrigation schedule must be carefully reviewed before you leave the farm and before signing your name in the Enumerator's Record.

- (a) Questions 1, 2, 3, 5, 6 and 21 must always have an answer, and the Enumerator's Record must be completed.
- (b) The total area of farm (Question 5) and areas reported in Questions 7 to 20 inclusive must be carefully checked with the entries made on the General Farm schedule. These entries on the Irrigation schedule must never be greater than the entries on the General Farm schedule.
- (c) The answer to Question 21 on the Irrigation schedule must be the same as the answer to Question 90 on the General Farm schedule (Form 6).



Appendix A

Contents of the Statistics Act Which Apply to Enumeration

Section 5: provides for the employment of Enumerators, as required, for Census or other purposes.

Section 6: requires every person employed under the Statistics Act to take the following oath of office: "I,, solemnly swear that I will faithfully and honestly fulfil my duties as in conformity with the requirements of the Statistics Act and of all regulations thereunder, and that I will not, without due authority in that behalf, disclose or make known any matter or thing which comes to my knowledge by reason of my employment as such"

Section 14: provides for the payment of Enumerators and other persons employed under this Act. Such payment may take the form of a fixed sum, a rate per diem, or a scale of fees, together with allowances for expenses. The following extract from this section of the Act should be noted particularly: "No remuneration or allowance shall be paid to any person for any service performed in connection with this Act until the service required of such person has been faithfully and entirely performed."

Section 15: (1) states that Census forms or other documents containing information relating to individual persons must in no circumstances be revealed to any unauthorized person.

Section 34: makes it an offence for any person employed under this Act—

- (i) to desert from duty after having taken the oath;
- (ii) to wilfully make a false declaration;
- (iii) to obtain or seek to obtain unauthorized information;
- (iv) to fail to keep secret the information gathered.

Any person convicted of any of the above-noted offences is liable to a fine up to \$300, or to a prison term up to six months, or to both fine and imprisonment.

Section 35: makes it an offence for any person, without lawful excuse, to refuse or neglect to answer, or to wilfully answer falsely, any question required for completion of a Census form or schedule.

A person convicted of the above-noted offence is liable to a fine up to \$100, or to a prison term up to three months, or to both fine and imprisonment.

Appendix B

The following tables provide a system by which the Population and Housing documents (Forms 2 and 4) may be checked for incorrect, missing, or inconsistent entries:

Table 1

Population Document (Form 2)

Question number	Oval marked	Check
—	—	There must be entries on every document for Questions 1 to 14 and Questions 16 and 17.
1 & 2	—	Compare with Visitation Record — Name and Address of head must be the same on both.

4	—	<p>(1) One (and only one) oval must be marked in each column.</p> <p>(2) This number must be the same as the one listed for this household on the Visitation Record.</p>
6	—	One (and only one) oval must be marked in each column.
	Under 14 years	<p>(1) Except in rare cases only the top oval in Question 7 should be marked, i.e., "Single".</p> <p>(2) There must be no entries in Questions 18 to 29.</p>
	14 to 19 years	Only the top oval in Question 18 should be marked.
	14 years and over	There must be entries in at least Questions 18 and 20.
14	Any oval in the left-hand column of Question 14 (Canada)	There should be no oval marked in Question 15 (Period of Immigration).
	Any other answer in Question 14 (Birthplace Not in Canada)	There must be an entry in Question 15.
18	"None"	No oval should be marked in Question 19.
	"Both Wars" "World War I" "World War II"	One (and only one) oval must be marked in Question 19.
20	"Worked"	<p>(1) No oval should be marked in Question 21.</p> <p>(2) There must be entries in Questions 22 to 27, inclusive.</p>
	"Job but not at Work" or "Looked for Work"	<p>(1) There must be an entry ("Yes" or "No") in Question 21.</p> <p>(2) (a) If "Yes" in Question 21 —there must be entries in Questions 22 to 27 inclusive.</p> <p>(b) If "No" in Question 21 — there should be no entry in Question 22, but there must be (i) entries in Questions 23 to 27 inclusive if a gainful occupation is stated in Question 25, or (ii) entries only in Questions 25 and 26 if the entry in Question 25 is "None".</p>

	"Keeping House" "Going to School" "Retired or Vol. Idle" "Other"	(1) There must be an entry ("Yes" or "No") in Question 21. (2) (a) <i>If "Yes" in Question 21</i> — There must be entries in Questions 22 to 27 inclusive. (b) <i>If "No" in Question 21</i> — There should be no further entries on the document.
	"Perm. Unable to Work"	There should be no further entries on the document.
27	"Wage or Salary Earner"	There must be entries in Questions 28 and 29.
	"Own account" "Employer" "No Pay"	There should be no further entries on the document.

Table 2

Housing Document (Form 4)

Question number	Oval marked	Check
1, 2 & 4	--	Compare with Population Document of "Head" — entries must be the same on both.
3	—	Entry must be the same as District and Sub-District numbers on Visitation Record.
5	Occupied or Closed	Make certain there is one (and only one) oval marked in Questions 6 to 20 inclusive and Question 24.
	Under Construction or Vacant	There should be no further entries on the document.
6	Single Detached or Single Attached	Only the top oval in Question 7 should be marked.
	Institution, Hotel, etc., or Military Camp, Lumber Camp	(1) There should be no further entries on the document. (2) Check that the name of the Institution, Hotel or Camp is entered in Question 2.

11	—	One (and only one) oval must be marked in each column.
13	Installed Bathtub or Shower (exclusive use)	One of the two top ovals in Question 12 (Water Supply) must be marked.
14	Flush Toilet (exclusive use)	One of the two top ovals in Question 12 (Water Supply) must be marked.
17	Electric Range	One of the two top ovals in Question 15 (Principal Lighting Facilities) must be marked.
20	"Yes"	There must be one (and only one) oval marked in Question 21 and Question 22.
	"No"	There should be no entry in Question 21 or Question 22.
23	—	There must be at least one oval marked in this Question.
	"None of Above"	If this oval is marked, make sure it is the only oval marked in this Question.
24	Owner (Non-Farm)	(1) One (and only one) oval should be marked in Question 28. (2) There should be no entries in Questions 25, 26 and 27.
	Tenant (Non-Farm)	(1) One (and only one) oval should be marked in each of Questions 25, 26 and 27. (2) There should be no entry in Question 28.
	Owner (Farm) Tenant (Farm)	There should be no further entries on the document.

Appendix C

Conversion Tables for Agricultural Calculations

Table 1. Weight per Bushel (in pounds)

Alfalfa seed	60
Barley	48
Beans	60
Blue Grass (Canada)	14
Blue Grass (Kentucky)	14
Brome Grass	14
Buckwheat	48
Clover (Alsike)	60
Clover (Red)	60
Clover (White Dutch)	60
Clover (Sweet)	60
Corn (Ear)	70
Corn (Shelled)	56
Crested Wheat Grass	22
Fescue	22
Flax Seed	56
Mustard Seed	(approx.) 50
Oats	34
Orchard Grass	14
Peas	60
Potatoes	60
Rape Seed	(approx.) 50
Red Top	30
Rye	56
Soybeans	60
Sunflower	24
Timothy	48
Turnips	50
Wheat	60

Table 2. Estimating Grain and Hay

1. To find the number of bushels of grain or shelled corn in a bin: Multiply the length by the width by the depth, (all in feet) and divide by $1\frac{1}{4}$.
2. To find the number of tons of hay in a mow: Multiply the length by the width by the depth, (all in feet) and divide by 500.

Table 3. Long Measure

12 inches =	1 foot
3 feet =	1 yard
$5\frac{1}{2}$ yards =	1 rod
320 rods =	1 mile
1760 yards =	1 mile
5280 feet =	1 mile
80 chains =	1 mile

Table 4. Square, or Land Measure

144 square inches =	1 square foot
9 square feet =	1 square yard
$30\frac{1}{4}$ square yards =	1 square rod
160 square rods =	1 acre
640 acres =	1 square mile
	(or section)
1 acre =	$\begin{cases} 160 \text{ square rods} \\ 4,840 \text{ square yards} \\ 43,560 \text{ square feet} \end{cases}$

Table 5. Area of Land as a Fraction of an Acre

$\frac{1}{10}$ acre equals	4,356 square feet
$\frac{2}{10}$ acre "	8,712 " "
$\frac{3}{10}$ acre "	13,068 " "
$\frac{4}{10}$ acre "	17,424 " "
$\frac{5}{10}$ acre "	21,780 " "
$\frac{6}{10}$ acre "	26,136 " "
$\frac{7}{10}$ acre "	30,492 " "
$\frac{8}{10}$ acre "	34,848 " "
$\frac{9}{10}$ acre "	39,204 " "

Example: A garden 175 feet long and 25 feet wide would be 4,375 square feet in area or $\frac{1}{10}$ acre.

Similarly a plot 250 feet long and 100 feet wide would be 25,000 square feet in area, or $\frac{1}{10}$ acre.

Table 6. Number of Rows of Field Roots, Vegetables, etc., Equivalent to $\frac{1}{10}$ of an Acre, Given the Length of Rows and the Width between Rows

Length of rows in feet	Number of rows in $\frac{1}{10}$ acre with distances (in feet) between rows of —			
	$1\frac{1}{2}$	2	$2\frac{1}{2}$	3
25	116	87	70	58
50	58	43	35	29
75	39	29	23	19
100	29	22	17	15
125	23	17	14	12
150	19	15	12	10

Table 7. Number of Trees per Acre

To calculate the number of trees per acre in an orchard:— Multiply the average distance in feet between rows, by the average distance between the trees in a row. Then divide this figure into 43,560 (square feet in an acre). The resulting figure gives the number of trees per acre.

Example: If the trees are 20 feet apart in the row, and the rows are 20 feet apart, then the number of trees per acre will be $\frac{43,560}{20 \times 20} = 108$ trees.

Table 8. Conversion of Given Cords into Standard Cords

A standard cord of wood is 128 cubic feet, the dimensions given as 8 feet long, 4 feet high and 4 feet or 48 inches wide. Frequently, the farmer reports as 1 cord, wood of varying lengths, 12, 14, 16 inches, etc. The following table is a guide for converting cords of different widths into standard cords

Dimension of wood-pile: <i>Length, Height, Width</i>	No. of cu. ft.	Fraction of standard cord	No. of given cords for standard cords
8 feet x 4 feet x 48 inches.....	128	1	1 for 1
8 feet x 4 feet x 36 inches.....	96	$\frac{3}{4}$	4 for 3
8 feet x 4 feet x 24 inches.....	64	$\frac{1}{2}$	2 for 1
8 feet x 4 feet x 16 inches.....	43	$\frac{1}{3}$	3 for 1
8 feet x 4 feet x 12 inches.....	32	$\frac{1}{4}$	4 for 1

Table 9. Miscellaneous Conversions

1 gallon of honey weighs 14.2 pounds
 1 gallon of maple syrup weighs 13.2 pounds
 1 barrel of potatoes equals $2\frac{3}{4}$ bushels.

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